

## **JOB DESCRIPTION**

<b>Job Title:</b>	Learning and Behaviour Mentor
<b>Contract:</b>	Permanent
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Deputy Headteacher or Headteacher
<b>Liaison with:</b>	Teaching and support staff, parents, carers, pupils, advocates, external stakeholders

### **Job Purpose:**

To support pupils with social, emotional, personal, and behavioural problems or other factors. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.

### **Key Responsibilities**

- Devise and implement individual behaviour and learning plans (liaising with teaching staff and/or support staff) to promote academic, social, emotional, and behavioural development of identified students, utilising observations of the student in the lesson and wider school environment.
- Work in partnership with a range of agencies to ensure student needs are met, including completion of any documentation required to access to services and ensure ongoing support.
- Use a range of behaviour management techniques to support students and give priority to positive behaviour, supporting students to self-manage and resolve conflict using various strategies.
- Assist in planning the reintegration of students after extended absence or exclusion.
- Work effectively with staff, parents/carers, and external professionals (including attending multidisciplinary meetings) to develop a full knowledge and understanding of students to inform decision-making and plan support/interventions.
- Develop individual and group mentoring programs.
- Develop and maintain a robust and regular review process ensuring student progress is assessed and intervention systems developed.
- Welcome students at the main gate in the morning and supervise the learning behaviour room, ensuring a calm and focused environment.
- Attend a pastoral debrief at the end of the day to share information about students.
- Liaise with families, develop good relationships with parents/carers, and become a recognisable and approachable contact within the school, aiming to reduce barriers to learning.
- Share expertise and support the development of identified school staff, modelling approaches to build confidence and competence.
- Demonstrate impact through reducing the number of exclusions and improving positive aspects of the school's behaviour systems.

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture, ensuring safeguarding procedures are followed.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**Person Specification – Learning and Behaviour Mentor**

**Method of Assessment: AF – Application Form I – Interview**

Specification	Essential criteria	Desirable criteria	Method of assessment
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English - grades 9 to 4 (A* to C)</li> <li>Previous experience in a similar pastoral or mentoring role within an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Mentoring Qualification or equivalent</li> <li>Experience of THRIVE and TIASS</li> </ul>	AF/I/ Certificate
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Experience of working with learners with SEMH needs</li> <li>Ability to build and sustain effective working relationships with young people, staff, parents/carers and the community</li> </ul>		AF/I
<b>Skills</b>	<ul style="list-style-type: none"> <li>An ability to keep accurate and up to date records</li> <li>Ability to deal with challenging behaviour</li> <li>High level of resilience</li> <li>Good organisation skills and the ability to prioritise independently</li> <li>Good communicator both verbally and in writing</li> <li>Ability to handle confidential and highly sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>Good IT and administration skills</li> </ul>	AF/I
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills.</li> <li>Ability to build positive relationships with students, parents, and staff.</li> <li>Commitment to promoting equality, respect, and positive behaviour.</li> <li>Proactive and solution-oriented approach to challenges.</li> </ul>		AF/I