



Job Description: Behaviour Support Mentor

Main Purpose of Role:

To work as part of a team to support behaviour systems at the school and provide individual support or activities for students in danger of becoming disaffected or disengaged, in lessons, during break times, lunch times and on educational visits as appropriate.

Main Responsibilities:

- To work collaboratively with the other members of the Behaviour Team to support the managing and continued improvement of behaviour in the school.
- To help supervise the Reflection Room including: completing and monitoring data for each lesson; ensuring students have relevant work to complete during their reflective period; helping students to complete work that has been provided.
- To maintain calm and order within the Reflection Room in line with the school's behaviour policies. This will include break, lunch and tutorial times.
- To support learning by responding to calls for support from staff to deal with challenging behaviour.
- To work with individual students to raise awareness of appropriate behaviour and responses in the classroom and around school, providing them with feedback of their progress.
- To assist in the managing and supervising of reflections (detentions), including administration and contact with parents where necessary.
- To assist in the taking of statements for any student involved in an incident that requires further investigation.
- To work collaboratively with colleagues to support Rewards and Sanctions in line with the relevant policies.
- To manage challenging and extreme behaviour of individual students.
- To calm and diffuse difficult situations involving students.
- To provide and deliver programmes for individuals and small groups of students on social skills, anger management and emotional literacy.
- To provide within class support for targeted students or groups of students on a short term basis or in particular lessons where there are barriers to learning for those students.
- Promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including at break and lunch times.
- To maintain contact with and provide support for parents and carers as appropriate.
- To maintain dialogues with key people around individual children's needs (for example: SLT, Behaviour Support Manager, Heads of Year, Form Tutor, Class Teacher, Youth Service, Education Welfare and other multi-agency staff).
- Setting and monitoring work completed during the reflective period and providing feedback on this to SLT.
- Invite staff to participate in restorative meetings with students and support where needed.
- To liaise with parents and carers as part of the strategies to support students with challenging Behaviour.
- To work collaboratively with the Behaviour Support Manager to analyse and report on behaviour and exclusion data.

Other Responsibilities:

- To attend Pastoral Meetings when requested
- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days).
- To participate in Staff Appraisal and absence management meetings.

- To undertake a thirty-minute duty each week.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.
- Meet the statutory requirements for safeguarding.
- As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
- Attend meetings relevant to the post.
- Other duties as the Head may reasonable require.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

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|-------|------------|
| Name: | Signature: |
| Date: | |



Person Specification: Behaviour Support Mentor

| | Essential | Desirable | How to be tested |
|--|--|-------------------|---|
| <p>Qualification criteria:</p> <ol style="list-style-type: none"> 1. 5 good GCSEs Inc. English and Maths Grade C or above (or equivalent). 2. Eligible to work in the UK. 3. St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training. | <p>√</p> <p>√</p> <p>√</p> | | <p>Application form & evidence</p> |
| <p>Experience:</p> <ol style="list-style-type: none"> 4. Experience of working with children or young people with social, emotional, mental health, physical disabilities and/or learning/behavioural difficulties. 5. Experience of administrative work, youth work, social work, counselling, coaching, teaching, mentoring 6. Experience of working of providing high quality admin support 7. Experience of working under a pressurised environment with competing deadlines. | <p>√</p> <p>√</p> | <p>√</p> <p>√</p> | <p>Application form & interview</p> |
| <p>Behaviours, Skills and Abilities:</p> <ol style="list-style-type: none"> 8. The ability to enthuse & inspire others and has a 'can do' attitude. 9. Excellent listening, communication skills and high levels of emotional intelligence. 10. Strong organisational and time-management skills and ability to work under pressure. 11. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. 12. An ability to help implement necessary routines and patterns to establish good behaviour management within a school. 13. The ability to work well under pressure and to be decisive. 14. Ability to use IT systems including databases and Microsoft Office products. 15. Ability to pay attention to detail when completing administrative tasks. 16. High levels of honesty and integrity, confidence and self-motivation. 17. Ability to communicate fluently in accurate spoken and written English. | <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> | | <p>Interview</p> <p>Interview</p> |
| <p>Other:</p> <ol style="list-style-type: none"> 18. This post is subject to an enhanced DBS disclosure. 19. Must be committed to safeguarding the welfare of children. | <p>√</p> <p>√</p> | | <p>References & Interview</p> |