

## Job Profile

Job title:	<b>Behaviour for Learning Mentor</b>
Salary:	<b>Scale 5 Points 12- 15, £20,997 - £22,152</b>
Responsible to:	<b>Deputy Head, Pastoral</b>
Liaises with:	<b>Class teachers, Pastoral Team, Virtual Schools</b>
Hours:	<b>35 hours, 39 weeks per year</b>

### **Main purpose of the job**

**Job Purpose:** To provide a complementary service to existing teachers and pastoral staff in school, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential. The main focus of the role is delivering skills that support students with specific behavioural issues.

### **Key responsibilities:**

- To promote the speedy and effective transfer of pupil information at all stages of transition (from primary to secondary, from Key Stage 3 to 4, from Key Stage 4 to 5).
- To identify those children who would benefit most from a Behaviour for Learning Mentor
- To work with others, draw up and implement action plans for each child who needs particular support.
- To develop a 1:1 mentoring relationship with children needing particular support where necessary aimed at achieving the goals defined in the action plan.
- To work with groups of young people identified as not fulfilling their potential to achieve their goals.
- To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- Supporting the needs of children looked after & adopted, along with other vulnerable children.
- To complete home visits where necessary and record all contact with students and parents on the school's monitoring system.

- To liaise with appropriate outside agencies such as the school nurse, EWO, Educational psychologist, CAMHS, social care etc.
- To model a professional approach in all interaction with all stakeholders across the school and speaking with students and staff with respect.
- Being involved in meetings with students, parents and other stakeholders. This may include the planning and facilitation of meetings, making contributions, taking minutes, fulfilling PEPs or organising hospitality.
- To contribute to child welfare and protection.
- To keep CPD up to date as services evolve/change.
- To contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality.
- To work closely with Heads of Year on targeting efforts on those at risk of underachieving who are not already receiving effective intervention.
- To work closely with the SENDCO to ensure that the needs of children with special education needs are met.
- To participate, with other staff, in the comprehensive assessment of children and young people to identify and address barriers to learning.
- To have full knowledge and appreciation of the range of extended services that could be drawn upon to provide extra support for pupils.
- To facilitate the sharing of information between school staff and partner agencies. This includes updating and helping to train the wider staff body in understanding the students supported in the role.
- To network with other members of the pastoral team and share best practice, knowledge and information.
- To ensure supported students engage with extra-curricular offers at school, including the DoE scheme. This support may include ad hoc days on a weekend where necessary.
- To comply with all relevant legislation and school policies and procedures.
- To undertake additional duties as required by the Head Teacher commensurate with the grading and nature of the post.

## Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Ability to communicate and interact with children and young people	X		Interview
Awareness of the need to act as a role model and ability to deal with a range of situations in mature and sensitive manner	X		Application & interview
Ability to understand educational programmes and work to them with reference to a teacher	X		Application & interview
Ability to work with groups of children and keep them on task and motivated	X		Application & interview
Awareness of sensitive information and the need for confidentiality	X		Application & interview
Ability to deal with students' physical, emotional and <i>behavioural</i> needs as well as provide individual support as appropriate	X		Application & interview
Ability to work as a member of a team and follow the teacher's directions	X		Application & interview
Ability to demonstrate respect for children and young people and be able to listen to their views	X		Interview
<b>Knowledge</b>			
A basic understanding of child development	X		Application & interview
An awareness of Child Protection procedures	X		Interview
An understanding of the importance of adults as role models	X		Interview
Understanding of Health and Safety issues	X		Application & interview
Understanding of equalities issues	X		Application & interview
<b>Qualifications and Experience</b>			
Willingness and motivation to develop own skills and undertake training	X		Interview
GCSE qualifications in the core subjects or relevant qualifications		X	Application
To have worked on a voluntary or paid basis with children		X	Application & interview