

# BEHAVIOUR LEAD MENTOR

## Harris Academy Orpington

Grade 6 (Outer London) + Performance and Loyalty Bonus  
+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)  
+ Additional Harris Benefits

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 01689 819219 or [info@harrisorpington.org.uk](mailto:info@harrisorpington.org.uk)

# Role Specific Purpose

- To lead on the Internal Exclusion/Repair and Restore room
- To be responsible for supervising students internally excluded;
- To liaise with the AP for behaviour in relation to students attending the Internal Exclusion Unit and their re-integration back into mainstream lessons
- To liaise with teaching staff to ensure appropriate work is set and appropriate provision is in place
- To liaise with parents/ carers and relevant APs and subject staff to ensure smooth transition to and from internal exclusion
- To be responsible for maintaining a calm and purposeful learning environment whilst in Repair and Restore or Internal Exclusion
- To ensure a calm, quiet and purposeful atmosphere is in the Internal Exclusion/Repair and Restore Room
- To reduce potential permanent exclusion by offering an alternative curriculum which includes rigorous behaviour for learning intervention.
- To carry out administrative tasks for students in Repair and Restore
- To develop links with external agencies to set up a wide range of different behaviour intervention programmes.
- To develop strategies which aim to develop students' mental wellbeing
- To mentor pupils where relevant with behaviour concerns, especially in regard to those on Behaviour Boundary 5 or Behaviour Boundary 6
- To support the consistent implementation of the academy Behaviour for Learning policy.
- To be responsible for the calm and purposeful entrance and exit of students into/out of the academy, this to include organising line-ups where appropriate, ensuring that students enter the building in full academy uniform and if not, following the agreed procedures
- To work with the other members of the behaviour team as a unit to achieve the Academy's vision for outstanding behaviour.
- To follow through any issues to do with behaviour as required by the academy Leadership Team, for example, taking student statements regarding incidents and passing these on to relevant colleagues.
- To ensure that all issues that relate to student safety such as allegations of bullying are passed on to academy colleagues, in a timely manner, for further investigation as required

**Reporting to:** Associate Assistant Principal for Behaviour

**Accountable for:** The environment, atmosphere and work produced in the Repair and Restore/Internal Exclusion room

**Liaising with:**

Associate Assistant Principal Behaviour

Vice Principal Behaviour

Leadership Team

Directors of Learning

Parents

Teachers

Support Staff

Students

# Main Areas of Responsibility

## **Operational/Strategic Planning**

- To lead on the development of an appropriate personalised curriculum, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area.
- To contribute effectively to the Academy journey to OFSTED inspection
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager

## **Curriculum**

- To ensure students follow the correct schemes of learning in the Repair and Restore room
- To ensure that students have access to the schemes of learning in Repair and Restore
- To understand the curriculum across the Secondary Phase Staff Development: Recruitment & Deployment of Staff
- To participate in the academy ITT and NQT training and induction programmes where required.
- To deliver INSET to our school and others, as appropriate
- To be responsible for the timely and accurate completion of the statutory (3 times per academic year)

## **Quality Assurance**

- To complete high quality and regular monitoring, evaluation and review summaries of the use of OC.
- To complete high quality and regular monitoring, evaluation and review summaries of the students who repeatedly enter Repair and Restore/Internal Exclusion

## **Management of Information**

- To liaise with the AAP Behaviour to provide accurate information on the use of OC
- To ensure all RnR/IE data is accurate and kept up to date

## **Communications**

- To ensure all members of staff are familiar with the aims, objectives and policies of the Academy's behaviour vision.
- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- To attend behaviour meetings as appropriate
- To effectively communicate behaviour data to faculty's where appropriate

## **Management of Resources**

- To create outstanding mentoring resources to use with students covering a range of topics
- To deliver high quality interventions for students if and when needed
- To assist with the preparation and delivery of Character Days

## **Pastoral System**

- To ensure the Behaviour Management system is implemented consistently across the Academy, so that effective learning can take place.
- To be an integral part of the Harris Academy Orpington safeguarding team and to be proactive in dealing with any safeguarding and child protection concerns in accordance with the Academy's Safeguarding policy

# Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

# Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	GCSE Maths and English at grade C or above, or equivalent Knowledge of the academy behaviour for learning policy Knowledge of the range of barriers to learning that students face Training in child protection and safeguarding procedures Basic knowledge of first aid; e.g. emergency first aid course	Degree or equivalent
<b>Experience</b>	Two years' experience of working in an inner-city school or educational establishment Experience of dealing successfully with a range of behaviour issues Experience of working with staff to ensure excellent behaviour for learning Experience of working with families Experience of supervising a group of students for detentions, referral and internal exclusion as appropriate Experience of working with challenging students and finding ways in which we can meet their needs more successfully	Experience of working with students from a range of ethnic backgrounds
<b>Knowledge</b>	In-depth knowledge and understanding of current JCQ regulations and ensure academy are fully compliant. Full working knowledge of relevant policies/codes of practice/legislation. To have knowledge and understanding of the School's Equal Opportunities Policy and its relevance in relation to the role	
<b>Personal Skills</b>	Full working knowledge of relevant policies/codes of practice Understanding of principles of student development and learning processes Ability to plan effective actions for pupils at risk of underachieving Effective use of ICT Understanding of a range of welfare issues that may be affecting students and their families. Well-developed interpersonal skills to be able to relate well to a wide range of people Effectively manage students movement around the academy, particularly during break and lunch times Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Have commitment to own personal and professional development. Commitment to equality and diversity Empathy with the aims and objectives of the Harris Federation	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 01689 819219 or [info@harrisorpington.org.uk](mailto:info@harrisorpington.org.uk)

Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*