Park Vale Academy

BEHAVIOUR SUPPORT MENTOR
Job Description

Job Title: Behaviour Support Mentor

Location: Park Vale Academy, Top Valley Drive, Nottingham NG5 9AZ

Salary: Redhill Academy Trust Band 7, Points 32 - 36

Hours of Work: 37 hours per week, Term Time plus 2 weeks (to be worked in August)

Responsible to: Inclusion Manager/Deputy Head (Behaviour)

Job Purpose

To assist with the provision of support for individual students with social emotional behaviour difficulties, helping them overcome barriers to learning inside and outside of school, in order to achieve their potential. The Behaviour Support Mentor will work with children on a one-to-one basis or in small or large groups.

Main Duties and Responsibilities

1. Student Guidance and Support and Working with School Staff

   To assist with the mentoring of students in terms of their social emotional behaviour:

   - Developing and using strategies to manage and support pupils with challenging behaviour.
   - To develop a 1:1 mentoring relationship with identified students.
   - To draw up agreed action plans with students outlining the aims of the mentoring.
   - Working alongside teachers, Heads of House and support staff to promote the effective use of behaviour management strategies.
   - Working alongside parents in helping them to support the work of the school in improving individual children's behaviour and ensuring that there are effective lines of communication operating between school and home.
   - Working directly with individuals or groups to raise self-esteem and confidence of pupils with a view to improving their personal and social skills.
   - Monitoring progress in improving behaviour and maintaining improvements once made.
   - To act as a motivator, role model and advocate for young people.

- To liaise with the SENCo and outside agencies as appropriate.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To support with the liaison with parents regarding behaviour incidents.
- To offer support and assistance to the Deputy Heads (Behaviour and Safeguarding).
- To attend Parents' Evenings and Information Evenings as appropriate.
- To support with the supervision of students not in lessons.

2. Administration

- To be responsible for all administrative tasks associated with the role.
- To keep records of student mentoring sessions and ensure records of meetings with students on the Child Protection lists are passed to the DSL immediately via the school's electronic system MyConcern.

3. Communication

- To assist with the promotion of a positive image and meaningful communications within and outside the school community.
- To ensure efficient communications regarding student mentoring and welfare with relevant members of staff.
- To communicate regularly with the Deputy Heads (Behaviour and Safeguarding).
- To pass on all child welfare and safeguarding concerns to the Deputy Head i/c Safeguarding. All individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To work within the boundaries of confidentiality.
- To carry out duties in compliance with the School's Equality and Diversity Policy.

4. General

- To promote the safeguarding and welfare of people you are responsible for or come into contact with.
- To ensure all tasks are carried out in compliance with Health & Safety Policy and Procedures.
- Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Data Protection Policies and procedures, Use of Social Media and the Staff Code of conduct.
- Undertake appropriate professional development including adhering to the principles of performance development.
- To establish professional and productive working relationships with all colleagues and stakeholders through team working and mutual support.

- To adhere to the ethos of the school:
    - To promote the agreed vision and aims of the school.
    - To set an example of personal integrity and professionalism.
    - Attendance at appropriate staff meetings, parents' evenings and school events as appropriate. Some additional working hours outside of normal agreed hours may be required to support this.
- Any other duties commensurate with the grade to ensure the smooth running of the school.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.