

# The South Wolds Academy and Sixth Form



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## *Behaviour Mentor Application Pack*

*September 2024*

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September 2024

Dear Applicant

### Behaviour Mentor

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website [www.southwolds.uk](http://www.southwolds.uk) to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and use the “Additional Information” to section explain:

How your training and experience to date have prepared for you this post;

- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Wednesday 25<sup>th</sup> September 2024.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don’t delay in submitting your application.

If you have any queries then please contact Jo Egglenton by phone or email [jegglenton@southwolds.uk](mailto:jegglenton@southwolds.uk)

Yours sincerely

Halina Angus  
Head Teacher

**THE SOUTH WOLDS ACADEMY & SIXTH FORM**  
**Church Drive, Keyworth, Nottingham NG12 5FF**  
Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural popular school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

**Behaviour Mentor**  
**37 hours per week – Term Time only**  
**Scale 4 £25,119 - £26,421 pro rata (actual starting salary £21,847.85 pa)**

The South Wolds Academy and Sixth Form is looking for an enthusiastic Behaviour Mentor to join the Inclusion team. The main focus of the role will be proactive behaviour mentoring (including social/emotional behaviours) and supporting student learning across the academy.

This is a non-teaching role in which the successful candidate will be responsible for building excellent working relationships with students, staff and parents/carers. They will be keen to support our students in maximising their achievement whilst also promoting excellent student behaviour interventions. We have high expectations of all students and work collaboratively to ensure that all students are given the best opportunity to thrive.

As part of a dynamic and inclusive team you will be supported by experienced and skilled colleagues in helping to transform the lives of young people. You will be working with students with various behavioural needs under the guidance of senior leaders and teaching staff that need support on a 1:1 basis or in small groups to create and maintain supportive relationships and reinforce the student's self-esteem whilst promoting engagement and independent learning.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

If you would like further details please e-mail [jegginton@southwolds.uk](mailto:jegginton@southwolds.uk) or visit [EMET](https://www.southwolds.ac.uk) to download an application pack.

**Closing date for receipt of applications: 9.00 am on Wednesday 25<sup>th</sup> September 2024**, however we reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application.



## The South Wolds Academy and Sixth Form

<b>Job Description</b>
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<b>1. Title of Post:</b>	<b>Behaviour Mentor</b>
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<b>2. Accountable and Responsible to:</b>	Assistant Head Teacher – Key Stage 3 Progress and Inclusion
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<b>3. Grade:</b>	Scale 4
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<b>4. Main Purpose of the Job:</b>	
1.	Provide a complementary service to teachers and other staff to identify and support students whose SEMH needs or disaffection has a significant impact upon their progress.
3.	To run specialised intervention for identified SEMH students, liaising with staff/agencies and parents. Be the first point of contact for staff and parents for students with SEMH.
4.	Support in the reduction of incidents of isolation/suspension/permanent exclusions across the academy.

<b>5. Main Responsibilities of the Job:</b>	
1.	To run group behaviour mentoring sessions with identified students whose behaviour is affecting attitudes to learning and progress.
2.	To run 1:1 interventions with identified students aimed at understanding the root cause of negative behaviours in order to identify effective strategies.
3.	To track, monitor and report on the impact of both group and 1:1 sessions as appropriate
4.	Support in the smooth running of The Bridge, including monitoring the Time Out area, ensuring students are accessing their work whilst ensuring their emotional needs are understood and catered for.
5.	To carry out activities that support the review process of high profile students, as directed by senior leaders.

6.	To provide in- class support for identified SEMH students where behaviour is affecting attitudes to learning and progress, and to share strategies with relevant teaching staff.
7.	To be a visible presence around the school site to ensure a calm and purposeful climate.
8.	Provide support for the reintegration of identified students after periods of suspension or off-site direction.
9.	Ensure that incidents of poor behaviour are dealt with in line with school's behaviour management policies, taking an active role around school in supporting the school's Behaviour Management Policy. Take responsibility for resolving serious incidents, recording details and liaising with parents. Keep senior staff informed as appropriate.
10.	Attend SEMH review meetings where appropriate, providing reports of concerning students and taking responsibility for any relevant actions arising.
11.	Assisting the transition team in the smooth transition of high profile SEMH cases between educational phases, conducting visits and observations in order that needs are planned for and met.
12.	Facilitate reparation between staff and students. Act on advice to plan intervention strategies, implement and share with staff.
13.	Key worker to individual students liaising with parents and agencies. Set appropriate targets to monitor attendance and progress. Attend review meetings and take minutes as necessary.
14.	Respond to and take steps to resolve relationship issues between students in high profile cases as directed by senior leaders.
15.	To understand the requirements of GDPR and other legislation to ensure that the confidentiality of records and information is maintained and keep student files up to date.
16.	To undertake break and lunchtime duties as directed and partake in the academy on call rota as required.
17.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Training or qualifications in working with Children or Young People	Yes	
Experience of working with young people	Yes	
Excellent awareness of child protection and safeguarding policies	Yes	
Excellent communication skills	Yes	
The ability to work alone or as part of a team	Yes	
Excellent computer skills (Word, Excel, Powerpoint, Email and Internet use	Yes	
The ability to manage conflicting priorities	Yes	
Holds full UK driving licence (or equivalent) and has own transport	Yes	
The ability to maintain confidentiality	Yes	
Awareness of the Data Protection Acts	Yes	
Current first aid at work certificate	Yes	
Familiarity with Sims.net school software		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.