

# CANIDATE PACK

Behaviour Mentor



Start date:  
September 2026  
Location:  
East Sussex Skills Academy,  
Down Road, Bexhill,  
East Sussex  
TN39 4HS

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in East Sussex has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

*Maria Dawes - CEO, Schools Alliance for Excellence*

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# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

# Job Description

**Job Title: Teaching Assistant (Alternative Provision KS3 to KS4)**

**Salary: H19 to H22 on the LSEAT Harmonised pay scale**

**Contractual Hours: 35 hours a week**

**Contractual Weeks: 39 weeks per year**

**Position Status: Permanent**

## About our vacancy:

We are looking to appoint a full-time Behaviour Mentor to join the dedicated team at East Sussex Skills Academy.

This is an exciting opportunity to join a supportive and ambitious alternative provision, helping young people overcome barriers to learning, develop positive behaviours, and achieve their full potential on a full-time, permanent contract.

We are seeking a Behaviour Mentor who is:

- Passionate about supporting young people to achieve their full potential.
- Caring, patient and committed to promoting positive behaviour.
- Able to build positive relationships with learners, colleagues and parents/carers.
- Flexible, organised and able to use their own initiative.
- Committed to safeguarding and promoting the welfare of young people.
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At East Sussex Skills Academy, we believe in the potential of every young person.

We deliver a broad and balanced curriculum that combines core academic subjects - including Maths, English and Science - with high-quality vocational pathways delivered in industry standard professional learning environments.

Preparation for Post-16 progression is central to our work. We collaborate directly with local colleges, training providers and apprenticeship partners to ensure students leave with the qualifications, guidance and confidence require to take their next step successfully.



# Job Description

## Main Purpose of the role

- To give each young learner a feeling of increased self-esteem and self-worth at East Sussex Academy.
- To monitor the progress of the young learner across the curriculum and to ensure consistent and acceptable standards of work and behaviour.
- To evaluate the impact of the curriculum on the young learner and feedback this information to parents/carers, teachers and other professionals.
- To identify obstacles to personal progress and attempt to overcome them.
- To develop good relationships with young learners and their parents/carers.
- To work in partnership with teaching and support staff across all sites



# Key responsibilities of the job holder

Behaviour Mentors provide appropriate support and guidance for each young learner in their care. This will be based on personal knowledge of their circumstances, learning needs, achievements and aspirations.

Behaviour Mentors will work with a specific caseload of children. They will be expected to cover for other Behaviour Mentors as directed, take classes or small groups of learners and work in assessment and transition centres at our other sites (if required).

- Engage fully with learners in classrooms and by leading small groups, acting as a role model to lead to academic progress and social development.
- Work one to one with pupils to improve progress and achievement.
- Contribute to the development of policy and good practice in specific related areas.
- Act as lead specialist on practices which promote effective learning, e.g. Speech and Language, Enrichment, Inclusion.
- Ensure that the role contributes to raising standards and is a complementary role that enhances and extends existing provision in order to support learning, participation and encourage social inclusion.
- Provide advice to staff, parents, and other agencies on issues related to behaviour, social, mental health and emotional barriers to learning. As part of this role, to be prepared to visit homes to support attendance and inclusion.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work cooperatively with others and engage all pupils with activities.
- Provide feedback to pupils in relation to progress and achievement.
- Support restorative practice strategies to improve pupil behaviour.
- Act as a pupil mentor to provide pastoral support.
- Record instances of interventions to improve behaviour and achievement.
- Liaise with Senior Leadership Team, Inclusion Managers and Teachers, SENCo, and other relevant staff regarding pupils who are of concern.
- To undertake any other reasonable duties, as requested by the Senior Leadership Team.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time

# General Requirements

Take on any additional responsibilities which might, from time to time, be determined.

**Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

**Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

**Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

**STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation. **Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance
- Programmes Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



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# Person Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desired</b>
Good level of education to Level 2 or equivalent (including English & maths – or be willing to achieve this)	X	
Specialist qualification in youth work or related field		X
<b>Knowledge and Experience</b>		
Experience in working with diverse groups, preferably in an educational setting		X
Experience of offering support, guidance and information to a diverse customer group	X	
Knowledge and understanding of the issues affecting students	X	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures		X
Experience of using a student tracking system i.e. Arbor		X

<b>Skills and Competencies</b>	<b>Essential</b>	<b>Desired</b>
Skills and Competencies: Excellent front line customer service skills – patience, tact, sensitivity and good humour	X	
Proven initiative and creative problem solving skills	X	
An ability to relate to, and empathise with, students and backgrounds	X	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	X	
A working knowledge of MIS (Arbor) and Microsoft Office packages, including Word, Excel and Outlook.	X	
The ability to summarise information and highlight key features	X	
Be able to deal with people in a calm and courteous manner	X	
The ability to work under pressure and to deadlines both independently and as part of a team	X	
The ability to work with discretion and maintain confidentiality	X	
The ability and skills to be able to drive and make home visits	X	

<b>Other Qualities</b>	<b>Essential</b>	<b>Desired</b>
Well-organised and able to work autonomously	X	
Proven ability to motivate and inspire others	X	
Strong problem solving capabilities	X	
Effective presentation skills	X	
Professional and approachable	X	
Demonstrable teamwork	X	
Tactful and diplomatic	X	
Ability to work on own initiative and under pressure	X	
Flexibility in approaching work situations	X	
Flexibility in approaching work situations	X	
Personal integrity and honesty	X	
Ability to work confidentially	X	
A commitment to continuous professional development at both personal and team levels	X	
An understanding of, and commitment to, the academy's Equality and Diversity policies	X	
An understanding of, and commitment to, the academy's Health and Safety Policies	X	
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X	

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

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