



# MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



## Behaviour Mentor

## Candidate Information Pack



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## Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in the role of Behaviour Mentor.

The role involves providing support and guidance for students referred to our Mentoring Hub who are experiencing difficulties in overcoming barriers to their learning. You would be working as one of our team of mentors, under the leadership of our Behaviour and Interventions Manager.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. The School subscribes to an Employee Assistance Programme which is free to all staff, as well as Gym Flex, which offers reduced price gym membership. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. parents and staff to take a

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton  
Headteacher



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<b>Title of Post:</b>	<b>Behaviour Mentor</b>
<b>Salary:</b>	SCP Range 10-14 (£27070.16 - £28683.52)
<b>Commencement:</b>	September 2026
<b>Contract:</b>	Permanent – 36 hours per week, term time only

If you would like an informal conversation about this post by telephone or would like to visit the school, please email your request to the headteachers PA, Amanda Leonard at [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk) or alternatively to apply for this post please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk)

**Closing Date: 9am Monday 11<sup>th</sup> May 2026**

Mill Hill County High School is an Equal Opportunities Employer.  
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

**We reserve the right to appoint a suitable candidate prior to the deadline.**

## HOW TO FIND US





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## JOB DESCRIPTION

**TITLE OF POST:** BEHAVIOUR MENTOR

**Salary:** SCP Range 10-14

**Commencement:** September 2026

**Purpose:** To provide support and guidance to students referred to the Mentoring Hub who are experiencing difficulties in overcoming barriers to their learning

**Reporting to:** Behaviour and Interventions Manager

### MAIN RESPONSIBILITIES, TASKS & DUTIES

- To work collaboratively with pastoral and inclusion staff in addressing the needs of identified students.
- To respond to referrals from through the school panel and provide support under their guidance.
- To support students with behavioural difficulties, who are underachieving and in danger of becoming disaffected and excluded from the life of the school.
- To provide prompt mentoring for students returning to school after a suspension.
- To support students who transition into the school in-year.
- To develop a positive rapport with individuals and groups of students who are behaviour policy repeat offenders, by helping them to regulate their emotions, reflect on their behaviour and support them working independently
- Support students in lessons where they have ongoing difficulties.
- Liaise with subject teachers on successful strategies to support students in lesson.
- To keep robust records of interventions, support and registering of students in the Mentoring Hub, contributing to their individual case studies.
- To liaise with and build relationships with parents/carers of mentored students.
- To ensure students in receipt of mentoring attend school regularly.

### CREATIVITY AND INNOVATION

Each student will present their own challenges and it is essential that you are able to adapt your approach to each individual to address these. To effectively tailor your approach to each individual you will have to be:

- A good listener and communicator
- Willing to work collaboratively with staff that have a solid understanding of the individual already
- Proactive, creative and responsive when seeking opportunities for students to develop their independence.

### PREVIOUS EXPERIENCE, KNOWLEDGE AND SKILLS

- Essential:
    - A desire to work with young people and to help them overcome their barriers to learning.
    - Experience of working with young people in a supporting role
  - Desirable:
    - Enthusiasm to progress by undertaking relevant training and qualifications to enhance the role
- All staff are responsible for safeguarding students and will be expected to have DBS clearance. You must have a working understanding of our safeguarding policy and procedures.



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## **Additional Information**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

## **Safeguarding**

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

## **Equalities**

Mill Hill County High School is an Equal Opportunities Employer. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve.

