

# Our Lady Queen of Peace

Catholic Engineering College



## **Application Pack**

Behaviour Mentor

Permanent Contract

January 2025

Dear Applicant

Thank you for expressing an interest in our post of Behaviour Mentor at Our Lady Queen of Peace Catholic Engineering College. Our Lady Queen of Peace is a fully inclusive Catholic school in Skelmersdale. We warmly welcome students of all abilities and backgrounds.

Our Lady Queen of Peace Catholic Engineering College is a very special Catholic community, in the heart of Skelmersdale, where everyone works hard to ensure that our young people receive an education in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for a Behaviour Mentor who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about working with young people
- Has the expertise to support students with their behaviour
- Will work collaboratively with the Pastoral Team
- Is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire students to work hard and achieve their best despite any personal difficulties they may be experiencing
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

The school is on a journey of rapid improvement and has an exciting future. It will provide the training and support needed and the opportunity for you to develop your skills successfully as a Behaviour Mentor. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the HR Manager Mrs N. Barber via email: [n.barber@olqp.lancs.sch.uk](mailto:n.barber@olqp.lancs.sch.uk). You will be made very welcome.

The closing date for the return of completed application forms is **9am on Monday 20<sup>th</sup> January 2025**. Only shortlisted applicants will be contacted. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards

Mrs. M Henshaw  
Headteacher

### Mission Statement

*In Christ We Grow*

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

<b>Position</b>	<b>Behaviour Mentor</b>
<b>Responsible to</b>	SLT Behaviour Lead
<b>Grade</b>	Grade 6, pt 11-19, 37.5 hours a week, term time plus 1 week
<b>Required</b>	January 2025
<b>Contract</b>	Permanent

### General

The post holder will have high expectations, oversee student well-being and believe that all our students have the potential to achieve with the right level of support regardless of background, needs and starting points. You will promote our Catholic Ethos where all pupils can have their needs met and achieve their best.

Your role will be:

- To work under the direction of the SLT Behaviour Lead to provide high-quality support for students who may have
  - complex and additional educational needs
  - social, emotional and mental health issues
  - behavioural issues

The key responsibilities of the post are:

#### a) Professional Standards

- To work alongside staff within the school to ensure that student learning is maximised.
- To uphold the school's reward & behaviour policy, attendance and punctuality policies, school expectations and school values as well as uniform regulations.
- To ensure the health & safety of pupils and other staff in accordance with Keeping Children Safe, Health & Safety regulations, child protection, confidentiality, data protection and the implementation of all other school policies.

#### b) Student Mentoring, Guidance and Support

- To develop and use strategies to manage and support pupils with challenging behaviour.
- To develop a 1:1 / small group mentoring relationship with identified students.
- To draw up agreed action plans with students outlining the aims of the mentoring.
- To working alongside SLT, pastoral staff and teachers to promote the effective use of behaviour management strategies.

- To work alongside parents in helping them to support the work of the school in improving individual students' behaviour and ensuring that there are effective lines of communication operating between school and home.
- To work directly with individuals or groups to raise self-esteem and confidence of pupils with a view to improving their personal and social skills.
- To monitor progress in improving behaviour and maintaining improvements once made.
- To act as a motivator, role model and advocate for students.
- To liaise with the SENDCo 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 Reflection Room Manager and pastoral staff
- To support with the supervision of students. To address specific barriers to learning with individual students.
- To deliver a bespoke behaviour curriculum for targeted students.
- To help students catch up on lost learning and close gaps.
- To support students with the completion of work in the reflection room.
- To adapt materials appropriate to the age and ability of the student.
- To create and deliver bespoke programmes for students to engage / re-engage in learning with fixed time periods for review.
- To develop and deliver activities, appropriate to small groups of students or one to one intervention.
- To collect and distribute completed work to the relevant member of staff for marking.
- To accompany and support students reintegrate into lessons
- To keep records of student mentoring sessions and ensure records of meetings with students are on CPOMS
- To ensure that child protection concerns are passed to the DSL immediately

### **c) Behaviour Management**

- To support the work of the school's Reflection Room.
- To attend daily behaviour meetings.
- To support high standards of behaviour and a calm and orderly working environment.
- To help students manage their emotions and de-escalate situations quickly.
- To build on the school values; Respect, Responsibility and Resilience.
- To deliver behaviour curriculum work to students returning from suspensions.
- To plan and administer daily timetables for students returning from suspensions.
- To support students in the completion of behaviour packages before returning to lessons.
- To track and monitor behaviour incidences during the school day and alert relevant staff for follow up and support as required.
- To work with SLT, Learning Managers, Pastoral Support Assistants and attendance to identify disengagement and to implement intervention strategies.
- To carry out investigations with students following incidents within/outside school.
- To ensure that all incidents of positive and poor behaviour are recorded on school systems.
- To follow through the sanctions decided by Senior Leaders.

- To develop and monitor Behavioural Support Plans/ Report cards for individual pupils in conjunction with the relevant staff, outside agencies and with parents.
- To support detentions and ensure that students follow school expectations.
- To monitor the reintegration of students once they have been placed in the Reflection Room.
- To help with the Assess Plan Do Review Process, requests for statutory assessment and annual review process as well as Pastoral Support Plans.
- To liaise with pastoral staff to ensure that behaviour systems are running smoothly.
- To promote the emotional well-being of students and to support students in making healthy and safe lifestyle choices.
- To gain experience in trauma informed practice and apply key strategies.
- To work with a range of external professionals and agencies as needed.
- To undertake child protection and safeguarding training.
- To undertake SEND training and support students with special educational needs.

#### **d) General**

- To work within the boundaries of confidentiality.
- To carry out the responsibilities of the post with due regard to the School's Equal Opportunities policy.
- To undertake any other reasonable duties, as determined by the Headteacher.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
<b>Qualifications, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>English &amp; Maths GCSE (Grade 4 or higher)</li> <li>Post 16 qualifications</li> <li>Experience of working with young people</li> <li>Commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>Additional qualifications</li> <li>Graduate</li> </ul>	<p>Application Form</p> <p>References</p>
<b>Skills, Knowledge &amp; Aptitudes</b>	<ul style="list-style-type: none"> <li>Good general knowledge &amp; a broad range of skills</li> <li>Committed to supporting students in engaging with teaching and learning</li> <li>Drive and enthusiasm</li> <li>Keen to support students who are vulnerable, have additional needs or are reluctant to attend school</li> <li>Ability to enthuse, inspire and motivate others</li> <li>Flexible, positive approach to engaging learners</li> <li>Commitment to extra-curricular provision</li> <li>Good competence in the use of ICT</li> <li>Reflective practitioner</li> <li>Committed to personalisation and adapting learning to ensure curriculum access</li> <li>Able to support students with their social, emotional and mental health</li> <li>Committed to building student resilience and self-confidence</li> <li>Able to recognise and reward small steps in student behaviour and progress</li> <li>Ambitious for all students to overcome barriers and achieve to the best of their ability</li> <li>Commitment to inclusion</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting</li> <li>Knowledge or experience of how to support students with anger management issues, substance abuse, DV, MHWB</li> </ul>	<p>Application Form</p> <p>References</p> <p>Task</p> <p>Interview</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Committed to supporting the Catholic Ethos of Our Lady Queen of Peace</li> <li>Calm, patient and kind</li> <li>Approachable with good interpersonal skills</li> <li>Passionate about and committed to helping students succeed with teaching and learning</li> <li>Excellent interpersonal and communication skills</li> <li>Good sense of humour</li> <li>Capacity for hard work and resilience</li> <li>Ability to form and maintain appropriate relationships</li> <li>Able to establish clear, personal boundaries with learners</li> <li>Flexible</li> <li>Well-organised</li> <li>Empathy with young people</li> <li>Good problem solving and negotiating skills</li> <li>Good record keeping skills</li> <li>Effective time management</li> <li>Ability to work well as part of a wider team</li> </ul>	<ul style="list-style-type: none"> <li>Practising Catholic</li> </ul>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Task</p>