



Prince Avenue Academy & Nursery



Behaviour Mentor – Job Description

<u>Job Title:</u>	Behaviour Mentor
<u>Grade:</u>	Scale 5 Point 9-12
<u>Responsible to:</u>	Headteacher & SENCO
<u>Liaison With:</u>	Staff, parents, pupils and outside agencies
<u>Purpose of Role:</u>	To provide targeted intervention both within and outside of the classroom to help identified children with emotional and/or behavioural difficulties. To provide Teachers and Support Staff with intervention strategies for the pupils to overcome learning barriers and challenging behaviours.

Duties & Responsibilities:

Classroom Support

- Under the direction of the SENCO, work with individuals and small groups of students within a classroom situation to ensure each child has the maximum access to all learning activities.
- To support teaching staff with appropriate strategies when dealing with challenging behaviour.
- In liaison with teaching staff, plan, prepare and deliver the support needed, developing strategies to create a positive and supportive classroom which leads to achieving positive behavioural outcomes.
- Alongside teaching staff, devise, implement and evaluate specialised programmes of work and action plans with specified targets, which encourage and promote a pupil's social emotional and behavioural development.

Specific Individual/Group Support

- To plan for and work with key pupils in the Nurture base on a daily basis.
- With teaching and support staff, to participate in the comprehensive assessment of all children entering or returning to school, to identify those who need extra help to overcome barriers to learning inside and outside the school.
- To participate in planning and review meetings where a child or family is known to external agencies, including social care.
- Acquire full knowledge of, and co-ordinate, a range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- Take a lead role in organising activities to support pupils both before and after school.
- Help students to manage and resolve conflict by using and teaching them a variety of strategies.
- Help plan the reintegration of students after fixed term exclusion.
- To respond to the individual needs of pupils as they arise, supporting children both inside and outside of the classroom so that they are able to access a positive school experience.
- To establish a good working relationship with students.
- To encourage the inclusion of students by demonstrating the use of positive behaviour management techniques.
- Meet with senior leaders to agree on action steps for ongoing support.

Parent Support

- To work closely with parents and carers in order to provide holistic support for the child both in school and via relevant external agencies.
- Developing and delivering group workshops on various topics related to behaviour management and emotional regulation.

Administration

- Promote the speedy and effective transfer of pupil information from primary to secondary schools, across primary schools and within schools, to ensure that the arrangements for those moving or leaving are managed effectively.
- To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress.
- To produce resources to support an individual's behaviour programme and/or support group .
- Maintain records of mentoring activities and evaluations as evidence of effective practice, support and guidance.
- Contribute to reports for multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils.
- Facilitate the sharing of information between local agencies, schools, authorities and other Learning Mentors, and be pro-active in accessing a range of community-based initiatives, programmes and specialist support services.

General

- To respect confidentiality at all times.
- To provide first aid as necessary (training will be given).
- To attend relevant school meetings/functions, as required.
- To attend relevant training and take responsibility for own development
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare Of children and young people and expects all staff and volunteers to share in This commitment

The duties of the post may be changed and/or varied (following consultation) to meet the needs of the headteacher and school.

This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the duties set out above.

This job description will be reviewed annually.

STAFF NAME:

SIGNATURE: **DATE:**