



ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of Behaviour Mentor at St Cuthbert Mayne School. This is a full time, permanent contract to start in September 2024.

We are seeking to appoint an enthusiastic and resilient Behaviour Mentor, to join our Behaviour Team. Our Behaviour Mentors work to support students who find it difficult to regulate their behaviour in lessons and provide a safe space for them to get their behaviour back on track and re-engage with learning.

The primary role of our Behaviour Mentors is to work with students in our Behaviour Centre and re-engage them with learning so they do not fall behind the rest of their peers.

The successful applicant will be a good team player and want the very best for all our students. They will be committed to improving the life chances of our students so that they can live life to the full both now and in the future.

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over the last three years there has been some significant investment into improving the school accommodation and the final project to improve the outdoor space for students will be completed by the end of July.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT). We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

The Behaviour Team

Our Behaviour Team works closely with our SEND, Pastoral and Safeguarding Teams to support students.

Currently our Behaviour Team runs two Reflection Rooms within our Emmaus Centre, where students attend if they are not meeting basic classroom expectations.

Our Reflection Rooms provide students with the opportunity to reflect on what has gone wrong and for them and then re-engage with their learning. Students in the Reflection Rooms follow a mirrored curriculum so they do not fall behind with their learning.

The Behaviour Team consists of three Behaviour Mentors and is led by the Assistant Headteacher with responsibility for Behaviour and Attitudes across the school. The Team leads the Reflection Rooms, oversees work being completed within this provision, meets with pupils who display challenging behaviours, monitors ClassCharts, which is our behaviour monitoring system, and communicates regularly with parents. We have recently experienced a £3.6 million building project which has significantly improved the provision for students, who find it a struggle to engage in mainstream learning.

About this post

Salary: Grade D 5 - 6 £20,372 - £20,713

Hours: 37.5 hours per week (8.30am – 4.30pm, Monday - Friday to include a 30 minute unpaid lunch)

Weeks: 39 weeks per year (38 weeks term-time + 5 INSET Days)

Application Process:

You are asked to complete and submit the following:

1. An Application Form which is completed in full.
2. A Letter of Application no longer than 2 sides of A4. (Letters must outline how you meet the essential criteria as outlined in the Person Specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.
3. Submit your application to our Human Resources Officer:
recruitment@stcm.torbay.sch.uk by **10am on Monday 8th July**
4. Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.
5. Interviews are scheduled for **Monday 15th July**



Job Description - Behaviour Mentor

St Cuthbert Mayne School

Post Title:	Behaviour Mentor
Accountable to (Line Manager):	Behaviour Team Leader, Assistant Headteacher with responsibility for Behaviour & Attitudes, Headteacher and Governors.
Salary Grade:	Grade D, point 5-6 (Actual Salary - £20,372 - £20,713)
School Area:	Behaviour team
Hours of Work:	37.5 hours per week, 39 weeks per year (term-time + 5 INSET Days) Monday - Friday 8.30 am - 4.30 pm with 30 minutes unpaid lunch

Key Purpose of Job

- To support students who do not meet classroom expectations and find it difficult to regulate their behaviour within lessons.
- To support students with their learning whilst under their supervision in the Emmaus Centre
- To provide a calm and learning focused environment for students whose behaviour is not meeting classroom expectations
- Work closely with students to build positive and trusting relationships.

Key Responsibilities

- To support a small cohort of pupils during Ready to Learn time in the mornings
- To welcome and regulate students into the Emmaus Centre on their arrival
- To supervise our Reflection Rooms where students will attend for periods of time when their behaviour has not met classroom expectations
- To ensure that the Reflection Room has a calm and learning focused learning environment
- To ensure that students are completing their classwork in-line with the rest of their peers
- To be a positive role model to all students
- To invest in making positive connections with students which lead to the development of positive working relationships
- To be calm, consistent and fair in applying the school behaviour and relationships policy
- To support students who are finding it difficult to complete their work in the classroom
- To collate student work which has been completed in the Reflection rooms and distribute it to the relevant members of staff
- To work collaboratively with other student support teams in school and to share information

to best support our students

- Use a range of behaviour management techniques and strategies to support students
- To give your first attention to positive behaviour
- Attend briefings and training where required
- To keep accurate records of students behaviour through ClassCharts
- To communicate effectively with students, parents and other stakeholders
- To work with pupils until they complete their time in the Emmaus Centre
- To complete communication home with regards to those pupils working after school in the Emmaus Centre.

Other Duties

- To maintain up to date knowledge of relevant legislation, local provision and policy developments.
- Be aware of and comply with school policies and procedures at all times. Contribute to the overall ethos / work / aims of the school
- Promote positive behaviour
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Present a professional and positive personal image, contributing to a welcoming school environment which supports equal opportunities
- To undertake additional duties as required, commensurate with the level of the job

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.
- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties.

School Ethos and Values

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School.
- Promote the health, welfare and emotional well-being of all students.
- Promote equality of opportunity for all students and staff.

Safeguarding

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Roles and job descriptions are subject to an annual review.

Person Specification - Behaviour Mentor

	Requirement	Evidence based
Qualifications		
Level 2 qualifications in English and Maths (GCSE grade C/5 or above)	Essential	Application Certificates
Degree or equivalent		Desirable Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable Application Certificate
Professional Experience and Knowledge		
Successful experience of working in an educational setting	Essential	
Good knowledge and understanding of social, emotional and mental health needs of young people	Essential	Application interview
Understanding of how children learn best		Desirable Application interview
Understanding of effective behaviour management strategies		Desirable Application interview
Experience in a comprehensive school Desirable	Essential	Application interview
A knowledge and experience of Child Protection and Safeguarding procedures	Essential	Application interview
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		Desirable Application Interview
Professional skills		
Ability to communicate effectively orally and in writing to a range of audiences	Essential	Application Interview
Well-developed interpersonal skills	Essential	Application Interview
Strong commitment to team working and partnership	Essential	Application Interview
Ability to use new and emerging technologies to support improvement	Essential	Application Interview
Personal Qualities		

Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Application Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Application Interview
Good organisation skills	Essential		Application Interview
A sense of humour	Essential		Application Interview
Demonstrate respect and empathy towards others	Essential		Application Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Application Interview
Ability to be consistently decisive and focused on solutions	Essential		Application Interview
Commitment and dedication to social justice, equality and excellence	Essential		Application Interview
Capacity to be flexible, adaptable and creative	Essential		Application Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Application Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Application Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Application Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview