

# Winston Way Academy

## Job Description

### Behaviour Mentor

#### Job details

**Salary:** £31,500 (FTE)

**Hours:** 37.5 hours per week

**Contract type:** Permanent (may consider fixed term).

**Reporting to:** Pastoral Support Lead & SLT

#### Main purpose

To work collaboratively with pupils and parents/carers to promote positive behaviour among all pupils, and to help pupils overcome barriers to learning such as challenging behaviour. To coach, support and train staff to implement behaviour interventions. To plan, deliver and evaluate the impact of behaviour interventions. To work with external agencies as required.

#### Duties and responsibilities

##### Support for pupils

- Assess the needs of pupils and identify those most in need of help to overcome barriers to learning, making sure these pupils have individual behaviour plans
- Plan, deliver and evaluate the impact of activities to use directly with pupils with challenging behaviour in a variety of settings, including one-to-one, small group and/or whole-class support. Develop staff to participate in delivering these activities
- Identify education and training providers who offer appropriate opportunities for pupils who have challenging behaviour and/or are disaffected
- Support the reintegration of disaffected pupils and those who have been absent due to suspension
- Lead supervision of pupils suspended or otherwise not working to a normal timetable
- Coach, mentor and empower pupils to be able to make informed choices about their own learning, behaviour and attendance, and to understand the links between these
- Build and maintain productive relationships with all pupils, acting as a role model and mentor

##### Working with and supporting staff

- Identify, plan, deliver and assess all training and development needs of staff with regards to managing pupil behaviour, including providing INSET
- Support and train staff to implement behaviour interventions and appropriate strategies in class, and work with staff to adapt interventions to their classroom environment
- Support staff with the use of individual behaviour plans, and any reviews of these plans
- Work close with relevant staff to monitor pupil progress
- Work with the designated safeguarding lead (DSL) to support staff to understand behaviour that suggests pupils may be experiencing a mental health problem or be at risk of developing one, and behaviours linked to specific safeguarding issues such as drug use and alcohol abuse

## **Monitoring, reporting and administration**

- Plan, deliver, monitor and evaluate the impact of behaviour interventions through the use of EduKey or another monitoring system, including any support that is provided to pupils through external agencies
- Plan and promote strategies to encourage positive attitudes and behaviour across the school
- Work with SLT & Pastoral Support Lead to lead and facilitate any school improvement priorities related to behaviour & personal development
- Monitor the implementation of the school's behaviour policy and procedures, and complete audits to suggest improvements
- Monitor behaviour incidents with the use of CPOMs
- Train and support staff in recording behaviour incidents in line with school procedures
- Analyse and report on behaviour incidents termly, and draw up action plans where needed to address any areas for improvement
- Complete all paperwork linked to role, including safeguarding, data analysis of behaviour incident logs
- Liaise with governing board as required, such as preparing reports on behaviour and interventions

## **Work with parents/carers**

- Build and maintain positive relations with all parents/carers, particularly those hard to reach, to encourage families to take an active role in pupils' learning
- Liaise with parents/carers to discuss strategies that can help promote positive behaviour
- Carry out home visits, where necessary, to address behaviour concerns for individual pupils

## **Work with external agencies**

- Participate in regular meetings with various outside agencies as appropriate, including social services, child mental health services (CAMHS), education, local authority support and educational psychologists
- Support the referral of pupils to appropriate agencies

## **Other areas of responsibility**

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Be an active member of the Safeguarding Team in the role of Deputy Designated Safeguarding Lead

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade C in English and maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of a relevant age, dealing with difficult situations relating to poor behaviour</li> <li>• Experience of working with outside agencies and participating in meetings</li> <li>• Experience of assessing pupils' needs</li> <li>• Experience of delivering training courses and briefing sessions on specific topics including behaviour</li> <li>• Experience of delivering programmes with pupils with challenging behaviour, including one-to-one, small group and whole-class activities</li> <li>• Experience of coaching and advising staff on suitable behaviour interventions</li> <li>• Experience of working closely with families/carers, including carrying out home visits</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strong listening skills and proven ability to deal with sensitive situations with integrity</li> <li>• Proven ability to communicate effectively with adults and children, including through written and verbal communication</li> <li>• Proven ability to create good relationships with pupils, staff and parents</li> <li>• A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment</li> <li>• Proven ability to tailor interventions to individual pupils</li> <li>• Knowledge and understanding of the trigger points that lead to poor behaviour</li> <li>• Ability to review policies and procedures</li> <li>• Excellent understanding of safeguarding policies and procedures and their role in child protection</li> <li>• Proven ability to be flexible to changing workload demands and new challenges</li> <li>• Ability to use IT systems and to conduct analysis and produce reports</li> <li>• Record keeping</li> <li>• Knowledge of the Thrive Approach</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to provide the best possible opportunities for all pupils</li> <li>• Well-developed sense of empathy</li> <li>• Organised, proactive and self-motivated</li> <li>• Good time management skills</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** May 2026

**Next review date:** June 2027 (Annual Review)

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_