

Job Description

Behaviour, Relationships and Learning Mentor



Job Category: Educational Support Staff
Reports to: Teacher or Headteacher (or another designated person)

Purpose of the Role

To provide support for those children who need extra help in overcoming barriers to learning such as, lack of motivation; disaffection; poor attendance; emotional difficulties; behavioural difficulties.

To provide support to the Headteacher/Teacher across a range of child centred activities to promote child development and learning.

Key Duties and Responsibilities

- Contribute to the development of a positive and inclusive ethos.
- Promote development and learning (emotional, educational and social).
- Foster growth, self-esteem and independence, observe and record development.
- Work with the Pastoral team in school to identify pupils who are in need of additional support.
- Deliver bespoke interventions to small groups or individuals.
- Act as a key worker for a number of pupils as determined by the school.
- Run a behaviour and relationships lunchtime club.
- Monitor children's needs and reporting these to a designated person.
- Keep records as required by the school.
- Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
- Work in partnership with others in drawing up and implementing an action plan for children who need Behaviour, Relationships and Learning Mentor support.
- Develop a mentoring relationship with children receiving support, aimed at achieving the goals defined in the action plan.
- Secure positive family support and involvement by maintaining regular contact with families/carers of children receiving support.
- Develop knowledge and appreciation of the range of programmes, activities, courses and opportunities that could be drawn upon to provide extra support for pupils.
- Support the effective transfer of pupil information within school and across schools.
- Join in training opportunities with other Mentors in similar roles.
- Keep up-to-date with initiatives that may impact upon the policy and practice of inclusion in the school, and communicate these changes as appropriate.
- Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.