

## **UTC Heathrow**

### **Behaviour Support Mentor**

#### **Responsible to the Pastoral Support Manager**

£21,224 - £21,783 Outer London pro rata, Full Time Term Time Only

#### **Main Purpose of Role:**

To work with students and staff, under the direction of the Pastoral Support Manager to supervise students who due to poor behaviour are in the internal suspension room (GCC). To supervise the internal suspension room in accordance with the UTC's behaviour policy and to have a calm, clear and disciplined approach to dealing with young people.

Under the direction of the Pastoral Support Manager, ensure the behaviour issues exhibited by a minority of students that disrupt the calm and orderly atmosphere of the UTC are addressed.

Manage the weekly detentions lists and follow up any absences from detention

#### **Basic Responsibilities/Tasks:**

- To oversee and run the Internal suspensions. This includes collecting the students from tutor groups at the start of the day, managing their schedule for the day and ensuring they understand the behaviour expectations whilst they are in internal suspension.
- Keep a daily and weekly log of who has been in Suspension, recording this onto the Management Information System as appropriate.
- Ensuring the students have appropriate and challenging work for the day.
  - a) continue to monitor student progress
  - b) support low-level behaviour issues within the main UTC as directed by Pastoral Support Manager and SLT.
  - c) collect students who have been given a C3 or C4 for placement
  - d) deal initially with high level misbehaviour, as required, passing this on at the first opportunity to SLT, PSM as appropriate.
- Preparation of Suspension packs for governors as appropriate.
- Mentor students as part of on-going support.
- Contact parents to support academic monitoring of student progress and behaviour

## **PERSON SPECIFICATION**

#### **Experience:**

Experience of working with young people and of liaising with parents on a regular and formal basis would be an advantage. Alternatively, working in a disciplined and orderly environment would also be an advantage.

### **Qualifications or Training:**

- Specific training in the behaviour and safeguarding of young people. (This will be provided if not previously trained.)
- Good ICT skills. (Training will be given to use Class Charts and Progresso systems.)
- Good understanding of child development and learning processes would be an advantage

### **Practical Skills:**

- The ability to stay calm under pressure.
- To be able to provide high quality communication with staff, pupils, parents/carers, and outside agencies.
- Good professional telephone manner with parents/carers

### **Personal Qualities & Attributes:**

- To have a high sense of moral purpose and understand the need for students to have clear boundaries and rules so that they can thrive at UTC.
- To be capable of providing a good standard of 'warm/strict' discipline
- To build relationships with students, staff and stakeholders so that they can perform the best
- To be able to work as part of a team.
- Organised and Proactive
- Ability to empathise with young people whilst challenging poor behaviour choices.
- Sense of humour.

Name:

Signature:

Dated:

*Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

*The UTC is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*

### **Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The UTC will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.