



## JOB DESCRIPTION

**NAME:**

**POST:** Behaviour Support Mentor

**GRADE:** 5 SCP 10-15

### Relationships

The post holder is accountable to the Behaviour for Learning Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

### Purpose

The role of a Behaviour Support Mentor is to support the learning process. Primarily this includes working with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning at all times.

### Main duties & responsibilities

- To work with the teachers to ensure and promote effective behaviour support throughout the academy for all pupils to improve learning outcomes.
- To provide support daily to pupils to promote good behaviour for learning.
- In conjunction with the Behaviour for Learning Team Leader, monitor and implement development on whole School Behaviour Support policy.
- To set targets to improve behaviour for learning for individual students.

### To support the teacher and pupils

- To organise and support with pupil rewards and sanctions requested.
- To liaise with parents regarding behavioural issues as required in consultation with the Behaviour for Learning Team Leader, Vice Principal and Assistant Vice Principal.
- To promote the whole academy ethos as encapsulated in the academy mission statement.

- To monitor and analyse data to further improve individual pupil's behaviour patterns.
- To respond to requests from teaching staff for assistance/ support with behaviour support issues.
- To respond through proactive intervention.
- To assist with supervision during break and lunch times.
- Ensure accurate records are kept and monitored, of all behavioural issues and trends.
- To lead on pupil parliament, meetings, recording and displaying the relevant material.

## General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

## Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their

character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

**Signed:** ..... **Date:** .....

**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**