

### Associate Staff Job Description

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Times:</b>	0800 – 1530	0800 – 1530	0800 – 1530	0800 – 1530	0800 – 1530
<b>Weeks per year:</b>	39 weeks – Term time only				
<b>Hours per week:</b>	35				

#### **Job profile**

<b>Post:</b>	Behaviour Support Mentor
<b>Responsible to:</b>	Deputy Headteacher

*All staff have the joint responsibility with their line manager to review their job description annually as part of the performance management process. HR must be informed of any amendments made.*

#### **Core Purpose:**

- To support positive attitudes and behaviours amongst the student community through a proactive approach based on personalised intervention and support
- To support the work of the school in raising the achievement and aspirations of all students, but particularly those from a disadvantaged background
- To deliver effective mentoring to support student progress with managing their behaviour
- To support the pastoral team to enable them to be effective and proactive in managing student behaviour and attitudes
- To be an effective member of the school's safeguarding team
- To be a link between families and schools for key students
- To manage the daily operations of the Reflection Room in conjunction with the Deputy Headteacher and Pastoral Team

#### **Key areas of accountability:**

- To work with the pastoral team to identify appropriate students to mentor and support with their behaviour
- To ensure the Reflection Room is set up for the day and students needs have been identified
- To support the Heads of Year in establishing effective strategies in all areas of pastoral care
- To support restorative justice conversations between student / student and student / teacher, where required
- To support colleagues in the collection of detailed statements from students following any school-related incidents that need investigating
- To be an active member of the school's safeguarding team, attending external safeguarding meetings where required

- To work with students and colleagues to develop, agree and implement time bound action plans for identified students, set targets, and agree and record a plan of outcome with actions, review points and an exit strategy
- To contribute to reviews and work towards the objectives of this plan where a student already has an individually tailored plan
- To provide holistic and preventative support to individuals and groups of students where social and emotional issues are proving to be barriers to the child's educational progress and sharing information as appropriate
- To encourage students to express their emotions safely and to develop their ability to think through challenging situations
- To interact with students according to the individual's level of emotional development and not necessarily their chronological age
- To teach students how to value and respect the contributions of others and how to build and maintain healthy relationships with both adults and peers, reinforcing the importance of the schools' values
- To support the development of effective communication and good working relationships between school, families, and other support agencies in the community, including contacting parents with holding calls when incidents have occurred and are being investigated

#### **Strengthening Community:**

- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- To be courteous and respectful to all members of the school community
- Complete statutory break / lunch duties as requested by the school

#### **Training & Continuing Professional Development:**

- Fully participate in the school's continuing professional development process
- Evaluate own performance regularly
- Participate in training and other learning activities as required.

#### **General:**

GLF Schools expects its employees to work flexibly within the framework and duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit and duties and responsibilities.

This might include:

- Exam Invigilation
- Break duties

## GLF Schools - Person Specification

<b>Job Title: Behaviour Support Mentor</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Degree or equivalent qualification		√
CPD training in Behaviour Management		√
CPD training in restorative practices		√
Experience in working in a Secondary school environment	√	
Experience of working with young people	√	
Mentoring experience		√
<b>Experience &amp; Skills</b>		
Experience of working as part of a Safeguarding Team	√	
Able to work with and champion disadvantaged children to achieve positive behaviour outcomes	√	
Able to demonstrate openness, perseverance, and humour		√
Able to promote high standards of behaviour and a good working ethos	√	
Ability to plan, organise and prioritise own work schedule	√	
Able to communicate effectively with students, colleagues, and parents	√	
Able to think through and implement strategies to enhance student behaviour	√	
Ability to maintain records and confidentiality	√	
<b>Personal Attributes</b>		
Proven positive behaviour management skills	√	
Vision aligned with GLF Schools high aspirations and the belief that all students can achieve success	√	
Self-motivation, concentration, and ability to stay calm under pressure	√	
Able to reflect objectively on own performance	√	
Good communication, planning, and organisational skills	√	
Acts as a positive role model to staff and students, demonstrating a 'can-do' attitude	√	
Effective team member who uses initiative effectively	√	
Commitment and understanding of equal opportunities	√	
Commitment to continuing professional development		√
The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff code of conduct	√	
<b>Safeguarding</b>		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		