

St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

HLTA Behaviour for Learning

Reporting to:	Manager for Alternative Education Support Provision
Grade/Salary:	Band 4 (SCP 11-17) £19,698-£20,903
Hours:	33.5 hours per week, 39 weeks per year
Location:	Saint Benedict Catholic Voluntary Academy, Duffield Road, Darley Abbey, Derby, DE22 1JD

KEY AREAS AND ACCOUNTABILITIES

- To research, plan and deliver 1-2-1 mentoring/support sessions with identified students who are in our Damascus Centre on a range of subjects that may be hindering individual learning.
- To research, plan and deliver group sessions/workshops for students in our Damascus Centre on a range of subjects that may be hindering their learning such as behavioural, social and/or emotional problems
- To provide in class support for named students, for part of the working week, where and when required, in liaison with the manager of the Damascus Centre and the Deputy Headteacher.
- To model, encourage and promote positive attitudes among our students.
- To maintain regular contact with families/carers of students in need of extra support, to keep them informed of the student's needs and progress and to secure positive family support and involvement.
- To have knowledge and appreciation of the range of courses, opportunities, organisations and individual expertise that can be drawn upon to provide extra support.
- To network with other Learning Mentors and share best practice.
- To plan and deliver a wide range of extra-curricular activities which promote learning, good behaviour, better social skills and well-being
- To work with the Heads of Year to ensure smooth transition and induction for students who return to mainstream classes
- To assist where and when necessary with the induction of students new to Damascus
- To liaise with the manager of the Damascus centre and Heads of Year, keeping them well informed about their students whom you mentor/support
- To ensure your Line Manager is informed immediately of any concerns in relation to the students you mentor/support



**St Ralph
Sherwin**
Catholic Multi Academy Trust

- To ensure the Designated Safeguarding Lead is informed immediately of any concerns relating to safeguarding in relation to the students you mentor/support
- To attend team and School meetings and those that are specifically in relation to the students that you mentor/support, such as pastoral support programmes or liaison with multi agencies
- To maintain accurate records on named students which measure the impact of your intervention
- To provide regular written reports on your work as a Learning Mentor
- To deputise for the Manager of the Alternative Provision Centre
- To support the delivery of functional skills, English and or Maths
- To support the delivery of Vocational Qualifications and Certifications
- Provide regular communication, updates and reviews to Parents and Carers and any other external agencies involved with pupils

GENERAL

- To attend School and relevant wider based training sessions as required or necessary
- To attend meetings and undertake duties as reasonably directed by the Headteacher