

**THE RUBICON CENTRE**

**Job Description – Resilience & Positive Behaviour Mentor (HLTA)**

**Responsible to:** Head teacher

**Responsible for:** Teaching and learning within subject areas

**Core Purpose**

To work collaboratively with pupils and parents/carers to promote positive behaviour among all pupils, and to help pupils overcome barriers to learning such as challenging behaviour.

**Key Responsibilities**

* To establish a warm, caring, and supportive relationship with pupils in order to support them feeling safe and enabling them to enjoy and learn during their time at the school.
* To promote and encourage independence and personal development in pupils and maintain high expectations of behaviour at all times.
* To contribute to providing high quality, challenging, and differentiated educational activities and experiences through supporting the teaching of a broad and balanced curriculum aiming at pupils achieving their full potential in all areas of learning.
* Support SLT in all areas of the day to day running of the school.
* To respond to the varying and changing needs of the school and adapt to any task presented to achieve the smooth running of the school.
* To promote pupils’ cognitive, social, emotional, behavioural, physical development and spiritual well-being.
* Demonstrate a proven ability to work collaboratively within a multi-professional team
* Assess the needs of pupils and identify those most in need of help to overcome barriers to learning.
* Support the reintegration of disaffected pupils and those who have been absent due to suspension
* Carry out home visits, where necessary, to address behaviour concerns for individual pupils

**Supporting Learning & Development**

* Cover short term teacher absence and communicate pupil, work as planned by the classroom teacher and manage pupil behaviour within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs
* Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Interact with pupils in ways that support the development of their ability to think and learn, and work independently
* Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence
* Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes
* Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison
* Encourage and motivate pupils to promote independence and resilience and increase self-esteem
* Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
* Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils
* Provide supervision during breaks as required

**Communication**

* Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters
* Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
* Participate in staff meetings
* Share information about pupils with teachers and other professionals as required
* To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

**Additional responsibilities**

* To undertake general duties to support the effective operation of the school
* To contribute towards tutor time activities and the pastoral curriculum
* This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment.
* Supervise pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations

**General**

* This job description will be reviewed annually in consultation with the post holder and the Head teacher and / or the Management Committee
* This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties that may be required to be carried out.