

# Job Description – Behaviour Mentor

<b>Report to:</b>	Teaching & Learning Leader for Subject / Manager
<b>Responsible to:</b>	The Headteacher and Governing Body
<b>Responsible for:</b>	To support students experiencing behavioural, emotional or social difficulties, enabling them to overcome barriers to learning and engage positively in school life.

## Purpose of the Post

- To support students experiencing behavioural, emotional or social difficulties, enabling them to overcome barriers to learning and engage positively in school life.
- To work as part of the Inclusion and Mentoring Team in delivering targeted behaviour and pastoral interventions that support improved student outcomes.
- To contribute to the school's inclusive and restorative approach to behaviour management.
- To support the operation of the school's behaviour systems, including reflection provision, reintegration following behavioural incidents and behaviour interventions.
- To work collaboratively with Heads of Year, pastoral staff and teaching colleagues to promote a safe, respectful and purposeful learning environment across the school.
- To contribute to whole-school safeguarding, behaviour and inclusion strategies, ensuring compliance with statutory guidance and school policies.

## Duties and Responsibilities

### Behaviour and Inclusion

1. Support the implementation of the school's behaviour policy and behaviour improvement systems.
2. Respond to behaviour call-outs and assist staff in managing behavioural incidents across the school.
3. De-escalate challenging situations calmly and effectively while maintaining student dignity and safety.
4. Supervise and support students within the Inclusion Room or reflection provision.
5. Support students returning from internal or fixed-term exclusion to successfully reintegrate into mainstream learning.

6. Work collaboratively with teaching staff to support behaviour management within lessons.
7. Contribute to maintaining high expectations of behaviour and positive conduct throughout the school.

#### Student Mentoring and Intervention

1. Deliver targeted mentoring support to students identified as being at risk of exclusion, disengagement or persistent absence.
2. Provide structured one-to-one and small group interventions focusing on:
  - emotional regulation
  - resilience
  - behaviour improvement
  - social skills
0. Support the development and implementation of behaviour support plans.
0. Monitor student progress and review the impact of interventions.
0. Encourage students to reflect on their behaviour and make positive choices that support their learning and wellbeing.

#### Monitoring and Reporting

1. Maintain accurate records of mentoring sessions, interventions and behaviour incidents using school systems.
2. Contribute to pastoral and behaviour review meetings where appropriate.
3. Support the monitoring of behaviour data and identification of students requiring additional support.
4. Assist with documentation relating to behaviour incidents, reintegration meetings and pastoral support.
5. Support the administration and supervision of detention or reflection systems where required.

#### Working with Parents and External Agencies

1. Support communication with parents and carers regarding behaviour and pastoral support where appropriate.
2. Contribute to reintegration meetings following behavioural incidents or exclusion.
3. Work alongside external professionals and agencies supporting vulnerable students.

#### Safeguarding

1. Promote safeguarding and child protection procedures at all times.
2. Identify and report safeguarding concerns promptly in line with school procedures.
3. Work closely with the safeguarding team to support vulnerable students.
4. Support students' emotional wellbeing and positive mental health.
5. Maintain appropriate professional boundaries with students at all times.
6. Work in accordance with Keeping Children Safe in Education and all school safeguarding policies.

#### General duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

# Person Specification

Please note: All criteria below are essential.

Criteria	Qualities
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> <li>1. GCSE C or above, in English and Maths, or equivalent</li> <li>2. Knowledge of Microsoft software packages</li> <li>3. First aid training (or willingness to complete it)</li> </ol>
Personal Skills & Qualities	<ol style="list-style-type: none"> <li>4. Good verbal and written communication skills</li> <li>5. Ability to work effectively with other adults internally within the school</li> <li>6. Good self-organisational skills</li> <li>7. Good planning skills to support the student within the relevant curriculum requirements</li> <li>8. Ability to plan and manage own time effectively</li> <li>9. Ability to work effectively under pressure and remain calm</li> <li>10. Ability to follow instructions accurately</li> <li>11. Ability to deal with unexpected problems</li> <li>12. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management</li> <li>13. Working with children or young people</li> <li>14. Working and collaborating within a team</li> </ol>
General	<ol style="list-style-type: none"> <li>15. Demonstrate a commitment to equality</li> <li>16. Understanding of Health &amp; Safety</li> <li>17. Understand and implement child protection procedures</li> <li>18. Understand procedures and legislation relating to confidentiality</li> <li>19. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications</li> </ol>