



## **Job Description**

**Post Title:** Behaviour Support and Learning Mentor

**Location:** Farnborough Spencer Academy

**Salary/Pay Range:** NJC18-22

**Hours of work:** Full Time 37 Hours

**Reporting to:** Director or Inclusion and Engagement

## **Purpose of Role**

The Behaviour Support and Learning Mentor will provide complementary service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential or accessing the curriculum. Working with a range of pupils whose behaviour and disaffection has significant impact upon their attainment, giving priority to those who need the most help, especially those displaying challenging behaviour and children with special or medical needs.

Education based but working with families and the wider community, the Behaviour Support and Learning Mentor will work on a one to one basis or in groups, acting as a listener, facilitator, motivator and role model, to improve pupil progress and achievement by helping to minimise barriers to learning and maximise participation.

## **Main Duties and Responsibilities**

- To devise, implement and evaluate specialised programmes of work to encourage and promote a pupil's social, emotional and behavioural development
- To work with teaching staff and or other support staff in devising and implementing individual learning plans to promote pupil's academic, social, emotional and behavioural development.
- To plan and draw up approaches that could be used to support pupils both individually and within a group

- To train and support identified school staff, by modelling approaches, with a view to staff feeling confident and able to use the approaches following the withdrawal of mentor support
- To work with individuals and groups both within and outside the classroom setting, predominantly within the inclusion centre.
- To organise and run extracurricular activities during lunch and out of school activities
- Organise lunchtime activities to support pupils who have difficulties at break time
- Help students to manage and resolve conflict by using and teaching them a variety of strategies
- To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress
- To contribute to the assessment of pupil progress and to produce detailed written reports outlining pupil progress
- Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective support provision for all pupils
- Under the direction of the Director of inclusion, help create criteria for identifying those students who need mentoring support
- Help plan the re-integration of students after extended absence or exclusion from mainstream lessons
- Outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the students achieve their targets
- Monitor student progress before, during and after intervention to measure the impact of the intervention strategy on progress, including student evaluations
- Maintain a record of evaluations as evidence of effective practice, support and guidance
- Identifying, in association with staff, pupils who would benefit from mentoring
- Setting up and running appropriate behaviour modification sessions and anger management groups where necessary
- Networking with other behaviour mentors to share good practice
- Create a directory of resources, activities, organisations and support services which can be drawn upon by staff and parents to support identified children
- Regularly monitor and reward the achievement of children working with you
- Attend and participate in multi-disciplinary meetings contributing to the sharing of information and or planning in relation to specific pupils.
- Undertake a range of administration duties relevant to the post
- Support supervision of the isolation room
- Opportunity to complete mini bus driver training to acquire the appropriate licence to support alternative provision
- Ensure confidentiality is maintained at all times
- Any other duties relevant to the work of the postholder as requested by the Senior Leadership Team.

## **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust

## **Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training**

