

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Behaviour Support Mentor	Location	Milton Keynes Academy
Salary	£30,024 - £35,412 (FTE) £26,527.21 - £31,287.69 (Pro Rata)	Hours	37 Hours per week (Monday – Thursday 8am – 4pm and Friday 8am – 3:30pm) Term time only
Department	Support Staff	Reports To	Behaviour Support Centre Co-ordinator

JOB PURPOSE:

To support the daily running of the Milton Keynes Academy in lessons, Reflection and the Ruston Centre. To support the education of Behaviour challenged students acting as key worker, mentor and advocate. Support the Reflection and Ruston Centre coordinators in activities such as structure, supervision, intervention and student engagement with learning.

Inspire students to:

Dream with high aspirations.

Believe we can achieve through respectful, responsible and resilient learning.

Succeed and achieve the highest quality outcomes regardless of starting point.

KEY RESPONSIBILITIES AND DUTIES:

Teaching and Learning

- Act as key worker and advocate and mentor to students with behavioural challenges.
- Support students in engagement with Teaching and Learning within Reset and the Ruston Centre.
- Follow direction of Reset and Ruston Centre coordinator in ensuring structure of the day and supervision of students is in place.
- Provide information and feedback to Students in Centre, Parents/Guardians and Teachers that come into the centre to teach, supporting planning and delivery.
- Monitor student progress, attendance and behaviour, adapting support as appropriate.
- Keep up to date with developments in the field of SEND/Literacy/Numeracy teaching and ESMH support.
- Contribute to student reports of progress and engagement and feedback to Year teams, Parents/Guardians.
- Support with student re-integration plans to the main school
- Support with creative engagement and rewarding of students.

Ethos

- Ensure that your involvement with students as well as other staff reflects the Academy's inclusive ethos and its commitment to being a professional learning community.
- Approach to student support always reflects Academy values of Respect, Responsibility, Aspiration, Resilience, Equality. Inspiring students to Dream with high aspirations. Believe we can achieve through respectful, responsible, and resilient learning. Succeed and achieve the highest quality outcomes regardless of the starting point.

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Liaison

- Liaise and meet with parent/carers when necessary
- Liaise with Progress Leader and Year Leader on students progress
- Liaise with Reflection and Ruston Centre coordinator in co -planning of day and structure, activities and student support.
- Liaise with SLT on student support and progress, daily interaction.

Other

- Support with students who have exam concessions. Students within Ruston Centre will sit exams in the Centre.
- Keep up to date with developments and understand the latest information on data protection, confidentiality and other legal issues. Training will be provided.
- Assist with the management of behaviour and implementation of repair work and sanctions, when required or seek Senior Leadership support on such issues, via Reflection, Stop The Clock and Ruston coordinator.
- Provide support to Reflection and Ruston coordinator on any reasonable requested issue, activity.
- Contribute to supervision duties to ensure the maintenance of a safe and secure school environment – all such duties within the Centre – students break and lunchtimes.
- Ensure that safe working practices are adopted and a safe working environment is maintained
- Work in compliance with the Codes of Conduct, Regulations and policies of the Academy, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Ensure proper care of Academy resources and fabric.
- Carry out other reasonable tasks from time to time as directed by the Reflection and Ruston Coordinator.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Milton Keynes Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Possess literacy and numeracy qualification at GCSE grade C or above. • Commitment to attend appropriate training and development commensurate with the post	• To be able to use ICT e.g., simple word processing • Evidence of CPD
EXPERIENCE	• Experience of working with / supporting pupils with SEN • To have an understanding or experience of pupils of secondary age, within a structured setting e.g., education / youth work etc. • Experience of working with pupils with different types of SEMH.	• Working with external organisation • Successfully assess, review, track, record and manage interventions from inception to completion. • Experience of working with teachers and support staff • Experience of setting targets, monitoring, evaluating, and recording progress • Experience of dealing with challenging and sensitive situations • Administration. Particularly in relation to, recording information, maintenance of filing systems and completing correspondence.
KNOWLEDGE AND UNDERSTANDING	• To have good oral communication skills. • Strong oral communication skills with a wide variety of audiences • Ability to work on own initiative if required. • Knowledge and understanding of the statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health and Safety and SEN	• Knowledge of issues that might present barriers to learning and social inclusion. • Knowledge of de-escalation management techniques for groups and individuals. • Ability to lead / deliver interventions and be able to create a positive, challenging, and effective learning environment. • Knowledge and understanding of the role of the external services that support the provision for SEN students in school. • To be able to use ICT e.g., simple word processing.
SKILLS AND PERSONAL ATTRIBUTES	• Good interpersonal skills - ability to deal effectively with a wide range of people at all levels.	• Can inspire and motivate others to deliver their full potential and achieve goals

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	• Demonstrates honesty and integrity • Flexible approach to working • Flexible and able to adapt to change • Discrete and sympathetic when dealing with sensitive and confidential matter • Calm and able to handle difficult situation • Excellent communication skills (including written, oral and presentation skills) • Willingness to undertake a variety of tasks as directed by the SEMH Lead, Deputy SENDCo, Director of SEN, and the principal • A commitment to safeguarding and promoting the welfare of children and young people • Ability to work creatively and collaboratively • Ability to support the Department with admin tasks. • Occasionally attending Academy events/open days. • Equality and Diversity - demonstrate fairness and respect in managing own behaviour and the behaviour of others.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

