

**MATRIX ACADEMY TRUST**  
**Job Description – Success Centre Behaviour Mentor**

Arrangement:	Full time – 37 Hours Term Time Only check what additional days contracted to Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Main Purposes:	To assist the Pastoral Team Success Centre Manager with overseeing exclusions and isolations within the Success Centre. Supporting pupils with social, emotional, behavioural difficulties and SEND.
Main Activities:	<ul style="list-style-type: none"> <li>• Run the Reflection room for pupils who have been disapplied from the main curriculum.</li> <li>• Ensure that the Behaviour Policy is adhered to.</li> <li>• Assist in delivering a range of recognised Social, Emotional and Mental Health (SEMH) programmes.</li> <li>• Undertake reflective work and discussions with pupils in Reflection, isolation and the Success Centre.</li> <li>• To be linked into RFS process when pupils return to school following parent meeting.</li> <li>• Assist the Success Centre Manager to monitor and measure the impact of reflective work and programmes on pupils.</li> <li>• Make recommendations to the Heads of House where appropriate on suitable programmes for pupils.</li> <li>• Work with small groups of pupils to deliver alternative programmes of support.</li> <li>• Give 1 to 1 mentoring or support to pupils where the need is identified.</li> <li>• Analysis of data to identify repeat offenders</li> <li>• Analysis of data to identify patterns and trends – year groups, times of day, reasons for reflection, etc</li> <li>• To support the return from suspension process when pupils return to school following parent meeting.</li> <li>• To support pupils with development Aspirations and Careers as part of reflection.</li> <li>• Keep accurate records of all mentoring sessions with pupils.</li> <li>• Assist the Leadership and Heads of House in developing a supportive environment for pupils to work in Reflection.</li> <li>• Ensure Reflection room is well maintained with statement sheets, reflection sheets and appropriate work/work packs for pupils.</li> <li>• Manage Reflection room spreadsheet and analyse rate of Reflection room referrals.</li> <li>• Provide support through breakfast clubs.</li> <li>• Provide support in homework club.</li> <li>• Follow up safeguarding issues in line with school policy.</li> <li>• Where required, liaise with outside agencies to support pupils.</li> <li>• Provide information and feedback to support parent meetings including Individual Behaviour plans (IBP),</li> </ul>

	<p>Pastoral Support Plans (PSP) and any other relevant pupil plan meetings.</p> <ul style="list-style-type: none"> <li>• Working in coordination with other staff to provide support, feedback and guidance regarding pupils e.g. Form Tutors, Heads of Houses.</li> <li>• Any other duties as deemed appropriate to the post to support the running of the Success Centre and isolation centre/Reflection room.</li> <li>• Maintain the Reflection Room with appropriate displays, eg Values, Expectations</li> </ul>
Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Trust community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required.</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

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### Person Specification – Success Centre Behaviour Mentor

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Hold a relevant qualification at least at Level 3 e.g. CACHE	D	A/I/S
Mental Health First aid trained	D	A
Any other relevant qualifications surrounding safeguarding and pastoral care	D	A
<b>Experience and Knowledge</b>		
Prior experience of working with pupils with SEND and/or behavioral needs in a similar setting (minimum of 2 years)	E	A/I/S
Experience of supporting children who may have adverse experiences e.g. trauma	E	I/A
Understands how to develop supportive and inclusive learning environments	E	A/I/S
Confidently lead and deliver structured intervention programmes	E	
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent communication and interpersonal skills	E	A/I/S
Ability to build rapport with pupils and colleagues	E	A/I/S
Have strong organisation and time management skills	E	A/I/S
Able to prioritise own workload and multi-task	E	A/I/S
Ability to be a flexible worker due to the different demands of the role	E	A/I/S
Be self-reflective and independent	E	A/I/S
Be motivated, resilient and able to work alongside pupils that can sometimes have distressing experiences	E	A/I/S
An open, honest and active listener	E	A/I/S
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I/S
Ability to handle highly confidential information	E	A/I/S

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*