



Job Description
Behaviour Mentor

Contract type: Full-time permanent

Reporting to: Behaviour Lead

JOB PURPOSE

Working under the guidance of teaching staff: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

KEY RESPONSIBILITIES

Support for Pupils

- Provide pastoral support to pupils.
- Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.
- Participate in comprehensive assessment of pupils to determine those in need of particular help.
- Assist the teacher with the development and implementation of individual Education/Behaviour/Support/Mentoring plans.
- Support provision for gifted and talented pupils and those with special needs.
- Establish productive working relationships with pupils, acting as a role model.
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc

Support for Teachers

- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.



Support for the Curriculum

- Implement agreed learning activities/teaching Programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.
- Be aware of, support diversity, and ensure all pupils have equal access to opportunities to learn and develop.

Support for the School

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- Provide objective and accurate feedback and reports as required, to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Assist in the development, implementation and monitoring of systems relating to attendance and integration.
- Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Assist with the supervision of pupils out of lesson times, including before and after school.
- Supervise pupils on visits, trips and out of school activities as required.



Person Specification Essential Requirements

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes and in particular, barriers to learning.
- Ability to plan effective actions for pupils at risk of underachieving.
- Full understanding of the range of support services/providers.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

EXPERIENCE (Essential Requirements)

- Experience working with children of relevant age.
- Experience of working with pupils with additional needs

QUALIFICATIONS (Essential Requirements)

- Very good numeracy/literacy skills.
- PRICE or Team Teach