



JOB DESCRIPTION

NAME:

POST: Senior Behaviour Support Mentor

GRADE: 6 SCP 16 – 22

Relationships

The post holder is accountable to Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

The Senior Behaviour Support Mentor is to support the learning process. This includes planning and delivering strategic interventions to support pupils achieving their long-term goals.

Main duties & responsibilities

- To work with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning at all times.
- To plan and delivery enrichment opportunities and support linked to facilitating smooth transition when pupils first start at the academy and when they transition from the school. This includes life skills and preparation for adulthood.
- To work with the Teachers, SLT and the Inclusion Team to ensure and promote effective behaviour support throughout the academy for staff and all pupils to improve learning outcomes.
- To provide support daily to pupils to promote good behaviour for learning.
- In conjunction with SLT and the Inclusion Lead, monitor and implement development on whole School Behaviour Support policy.
- To set targets to improve behaviour for learning for individual pupils.
- To attend review meetings when required.

To support the teacher and pupils through

- Organising and supporting pupil rewards and sanctions as requested.
- Liaising with parents regarding behavioural issues as required, in consultation with SLT and the Inclusion Team.

- Promoting the whole academy ethos as encapsulated in the academy vision statement.
- Monitoring and analysing data to further improve individual pupil's behaviour patterns.
- Responding to requests from teaching staff for assistance/support with behaviour support issues.
- Proactive intervention.
- Assisting with supervision during break and lunch times.
- Ensuring accurate records are kept and monitored, of all behavioural issues and trends.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection and Safeguarding policies.

Behaviour Support

- To maintain daily records of all incidents in conjunction with SLT and Inclusion Team Lead.
- To meet with teachers to monitor behaviour patterns throughout the academy to ensure a proactive approach to support pupils.
- Monitor and review Behaviour Support Policy in conjunction with the SENDCO and Principal.
- To have oversight of monitoring and implementation of rewards and sanctions.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.**