

## THE ELTON HIGH SCHOOL

### JOB DESCRIPTION

<b>Post Title: BEHAVIOUR MENTOR</b>	
<b>Department: Student Support</b>	<b>Post Grade: Grade 8</b>
<b>Location: THE ELTON HIGH SCHOOL</b>	<b>Hours: 37 hours per week (Term-Time only + 5 additional days)</b>
<b>MAIN PURPOSE AND OBJECTIVES OF POST:</b> The Behaviour for Learning Mentor is a member of the pastoral team who work together to make sure that children with social, emotional and/or mental health needs are able to make academic progress and resolve any behavioural issues.  The main role of the Behaviour Mentor is to support Learning Co-ordinators with effective management of behaviour on a day to day basis. This will include investigating incidents and then following up with agreed actions (working under the direction of the Assistant Headteacher with responsibility for Pastoral Care).  The job will also entail some work with identified children to set targets and promote a course of action that means the child can overcome any barriers to learning and fulfil their potential.	
<b>ACCOUNTABLE TO:</b> The Headteacher and Governing Body	
<b>IMMEDIATELY RESPONSIBLE TO:</b> Deputy Headteacher & Assistant Headteacher	
<b>RELATIONSHIPS: (Internal/External)</b> The nature of the post will bring the postholder into contact with a wide range of people both within the school and outside the school and the postholder will be expected to maintain excellent relationships with all of the following: <ul style="list-style-type: none"><li>➤ Chair and members of the Governing Body</li><li>➤ All Staff</li><li>➤ Officers of the Local Authority at all levels</li></ul>	
<b>DUTIES/RESPONSIBILITIES:</b> <ol style="list-style-type: none"><li>1. To work closely with the Learning Co-ordinator and Assistant Headteacher in charge of Pastoral Care to ensure that student behaviour is managed effectively and the needs of the children are met.</li><li>2. To assist with the organisation and supervision of Isolation.</li><li>3. To develop a 1:1 mentoring relationship with children needing particular support aimed at achieving the goals defined in the action plan.</li><li>4. To provide administrative support as requested by the Assistant Headteacher with responsibility for Pastoral Care.</li></ol>	

5. To maintain regular contact with families/carers of children in the mentoring programme.
6. To monitor, keep statistics, record, report and evaluate the implementation of all plans drawn up to remove barriers to learning for individual pupils – using the agreed policies, procedures and processes of the school.
7. To develop and maintain a thorough knowledge and appreciation of the range of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and to provide that information to pupils and parents/carers where appropriate.
8. To promote the safety of pupils and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional.
9. To share information with local agencies, schools, education authorities and other learning mentors.
10. To promote the speedy and effective transfer of information on targeted pupils and to provide individual pupil support during transition and transfer where necessary.
11. To participate in professional networks, share best practice and attend national and local training.
12. To take part in the school performance management system, evaluating one's own performance in discussion with line manager and planning and carrying out professional development.
13. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
14. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school.
15. To attend Parents' Evenings to support parents.
16. To support the ethos of the school.
17. Liaise with all stakeholders to ensure students have the best educational experience.
18. To undertake additional roles and responsibilities as directed by the Headteacher.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.