

JOB DESCRIPTION

Job Title Behaviour Mentor

Responsible to: Headteacher

Job Purpose: To support the effective implementation of the school's behavior management strategies and liaise with colleagues, parents/carers, other agencies to overcome behavioural barriers to learning.

Key duties and responsibilities

1. To support in the implementation of behaviour management strategies across the school providing advice and guidance to colleagues as appropriate.
2. To undertake individual casework with students or facilitate group activities to address concerns regarding behaviour / conduct including assisting in resolving relationship issues between students.
3. In conjunction with the Inclusion Manager undertake assessment of student needs and assist in the development, review and evaluation of action plans for individual students.
4. To liaise with parents / carers regarding behaviour matters and support parents in implementing behavioural strategies at home to ensure positive family support in meeting the school's expectations.
5. Under the direction of the Inclusion Manager collate and prepare information relating to assessments, statements and referrals to other agencies.
6. Under the direction of the Inclusion Manager, undertake routine liaison with external agencies eg Educational Psychologists, Specialist Teaching Service etc.
7. To coordinate behaviour sanctions and rewards in school – eg reports, detentions, merit awards.
8. Liaise with the Inclusion Manager to ensure an appropriate action plan is put in place for students excluded from school and support with their reintegration to the school to help prevent further exclusions.
9. Contribute to the development of policies relating to behaviour management and undertake training with staff groups to ensure a consistent approach throughout the school.

10. To maintain and update records relating to student behaviour; sharing information with colleagues as appropriate.
11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

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 Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed Date
On behalf of The Skills for Life Trust

Signed..... Date.....
Employee

Person Specification

The following outlines the criteria for this post.

Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	Knowledge and skills equivalent to national qualifications level 3.
Experience	Previous experience of working with students and families in the public, private or voluntary sector. Experience of advising / guiding others. Experience of facilitating group work.
Skills and Abilities	Knowledge of coaching / mentoring strategies. Ability to build rapport, engage and motivate others. Good interpersonal and excellent communication, listening and observation skills. Ability to deal with difficult/sensitive situations. Ability to manage confidential information. Organisational abilities and accurate record keeping skills. Ability to work without immediate supervisions within the boundaries of the role.
Knowledge	Sound knowledge and understanding of behaviour management strategies, rewards and sanctions. Knowledge of barriers to learning. Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.