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| **School%20Logo4** | **ST. GEORGE’S C of E FOUNDATION SCHOOL**  **JOB DESCRIPTION** |

**JOB TITLE**: Behaviour Mentor

**GRADE:** Kent Range 4 (10.30 am – 4:30 pm)

**ACCOUNTABLE TO:** Assistant Principal (Behaviour and Attitudes)

**PURPOSE OF THE JOB ROLE:**

To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioral problems or other factors. To help these pupils overcome their barriers to learning and engage with lessons to become more effective learners, and to improve academic and pastoral progress.

**DISCLOSURE LEVEL:**

Enhanced, you are required to be fully committed to the safeguarding of the pupils at the school.

**KEY ACCOUNTABILITIES:**

*All staff at St George’s C of E Foundation School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures.*

**KEY DUTIES AND RESPONSIBILITIES:**

* To maintain a positive learning environment in behaviour units.
* To support pupil progress in behaviour units.
* To monitor and prepare learning resources for Behaviour for Learning Unit.-(Inclusion)
* Create written reports of daily, weekly and termly logs for BFLU.
* To communicate with parents regarding pupil conduct and progress for the Alternative Curriculum Unit (ACU).
* Assist with the use of the Boxall Program and mentor pupils In the ACU with challenging behaviours.
* Assist with the development action plans for pupils facing particular difficulties, and work with staff/parents/carers to put them in place.
* To support pupils being able to access the work.
* To promote good attendance and monitor in accordance with the school’s attendance policy.
* Work with pupils to demonstrate and encourage good behavior in line with the school’s behavior policy.
* Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support.
* To visit Off Site Provsion.
* To keep records of all visits and updates on pupils.
* To track and monitor attendance and conduct.
* To monitor the progress and provide support with academic studies.
* To check that all pupils at alternative provision are represented at any external agency meeting. (TAF/PEP/CHIN etc.)

**This Job Description is to be reviewed annually by the Post Holder and his/her Apprasial Team Leader**

***June 2022***

# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * GCSE or equivalent level, including at least a Grade 4/5 in English and Maths |
| **Experience** | * Working with children of the relevant age, and managing situations relating to challenging behaviour * Assessing pupils’ needs and barriers to learning * Delivering programmes with pupils with challenging behaviour, including one-to-one, small group and whole-class activities |
| **Skills and knowledge** | * Strong listening skills and the ability to deal with sensitive situations with integrity * Ability to communicate effectively with adults and children, including through written and verbal communication * Ability to create good relationships with pupils, staff and parents * A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment * Understanding of safeguarding policies and procedures and their role in child protection * Ability to use IT systems and to conduct analysis and produce reports |
| **Personal qualities** | * Willingness to provide the best possible opportunities for all pupils * Ability to relate to young people and act as a positive role model * Well-developed sense of empathy * Organised, proactive and self-motivated * Good time management skills * Commitment to upholding and promoting the ethos and Chrsitain values of the school * Ability to work collaboratively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding, equality, diversity and inclusion |