



Job Description for Learning & Behaviour Mentor

Line Manager: Assistant Headteacher

Pay Scale: Kent Range 6

Purpose of the job

To mentor pupils on an individual basis and support them in addressing barriers to learning, raise aspirations and achieve their full potential. To support effective implementation of the school's behaviour management strategies and liaise with colleagues, parents/carers and other agencies to overcome behavioural barriers to learning and in support of their mental health wellbeing.

Key duties and responsibilities

- Liaise with SLT, teaching staff, FLO and other agencies to identify students in need and support in the assessment of appropriate support strategies.
- Support Senior staff in meeting the pastoral needs of students.
- To support the implementation of behaviour management strategies across the school providing advice and guidance to colleagues as appropriate.
- Devise, plan, implement any action plans in conjunction with teaching staff and Assistant Headteacher. Undertake individual casework with students or facilitate group activities to address concerns and assist in resolving relationship issues between students. Contribute to the monitoring and evaluation of the effectiveness of support strategies.
- Develop a mentoring relationship with targeted students either on a 1:1 or group basis to implement agreed action plans and motivate/raise their aspirations.
- To facilitate group activities to address particular areas of need e.g. social skills, behaviour/conflict management, study skills.
- To coordinate behaviour sanctions and rewards in school – e.g. reports, detentions, awards.
- To liaise and support parents/carers in implementing behaviour strategies at home and to encourage involvement in child's learning.
- To signpost students to other activities, opportunities and organisations available to them to support them in achieving their full potential.
- Encourage pupils to participate in and out of school learning activities to enable them to develop social skills and improve their standards of behaviour.
- Provide students with support to develop their study and organisational skills.
- Support students in the transition between phases, the integration of new students to the school and the reintegration of students excluded from school to prevent further exclusions.

- Liaise with the Assistant Headteacher to ensure an appropriate action plan is put in place for students excluded from school.
- Under the direction of the Assistant Headteacher, undertake routine liaison with external agencies e.g. Educational Psychologists, Specialist Teaching Services.
- Under the direction of the Assistant Headteacher, collate and prepare information relating to assessments, EHC plans and referrals to other agencies.
- Contribute to the development of policies relating to behaviour management and undertake training with staff groups to ensure a consistent approach throughout the school.
- Maintain accurate records and share information with colleagues as appropriate and refer on as required.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.