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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: Behaviour Mentor

Line Manager: SLT Pastoral

To mentor and support identified students, aged from 11 – 18 years of age, who need behaviour support. The role is within our Pastoral Team and is managed by the SLT member assigned to Pastoral.

**Areas of responsibility and guidance:**

**Support for Students**

**This will involve:**

**Core Duties**

* To monitor, record and review progress of individual students and to share information with relevant staff.
* To provide information advice and guidance to specific students and their parents/carers.
* To be a keyworker for identified students and liaise with colleagues and external agencies to support academic and personal progress.
* To plan and deliver intervention programs to a small cohort of students to develop their social and emotional skills – tracking and evidencing progress.
* To plan and deliver elements of supportive interventions e.g. anger management
* To work with other colleagues to provide ‘out of the classroom’ learning experiences.
* To facilitate, where appropriate, extra-curricular activities and trips to engage and motivate students.
* To support the inclusive ethos of the school.

**Additional Duties**

* Promoting the inclusion and acceptance of all students.
* Undertaking lunchtime duty / supervision at lunchtimes.
* Monitoring the use of the Reflection Room and processing the students who are either ‘on called’ or isolated from lessons.
* To be a good role model.

**Support for Staff**

**This will involve:**

**Core Duties**

* Being aware of student problems/progress/achievements and liaising with relevant members of staff, as required.
* Supporting staff in managing student behaviour in and out of lessons.

 **Additional Duties**

* Undertaking student record keeping
* Gathering/reporting information from/to parents/carers as directed.
* Undertaking clerical/administrative support, e.g. photocopying, typing, filing as required.

**Support for the Curriculum**

**This will involve:**

**Core Duties**

* Supporting students in respect of school e.g. literacy, numeracy and oracy
* Supporting students in using basic ICT as required.

 **Additional Duties**

* Supporting students to understand instructions related to school work and homework, as required.
* Preparing and maintaining equipment/resources as required and assisting students in their use.

**Support for the School**

**This will involve:**

**Core Duties**

* Occasional supervision of classes / seclusion unit for absent staff.
* Undertaking additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the SLT Pastoral Lead and/or other members of SLT.

 **Additional Duties**

* Contributing to the overall ethos/work/aims of the school.
* Appreciating and supporting the role of other professionals.
* Attending relevant meetings as required.
* Participating in training and other learning activities and performance development as required.
* Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes.
* Accompanying teaching staff and students on visits, trips and out of school activities as required.

**Personal Qualities**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

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| Essential | Desirable |
| NVQ 3 or equivalent qualification or experience in relevant discipline | Working knowledge of relevant polices/codes of practice and awareness of relevant legislation |
| Effective use of ICT and other specialist equipment/resources | Ability to self-evaluate learning needs and actively seek learning opportunities |
| Very good numeracy/literacy and organisational skills |  |
| Demonstrable attention to detail |  |
| Experience of development, management and operation of administrative systems |  |
| Ability to relate well to children and adults |  |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: ………………………………………………..…….