



Job Pack

Behaviour Mentor

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The City Academy, Hackney

Values and Success

Academic Year 2017/18

Dear Applicant,

Thank you for expressing an interest in the post of **Behaviour Mentor** at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, www.thecityacademy.org. I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mark Malcolm
Principal

Please note applications must be received by xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Job description

Post:	Behaviour Mentor
Grade:	Local Government Pay Scale
Hours:	Full time (term time + five days)
Responsible to:	Behaviour Manager, Deputy Lead Behaviour Mentor
Responsible for:	Behaviour management and improvement systems, and a specialist area of focus

Principal Accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- Participate in all aspects of the management and improvement of student behaviour and the prevention of poor behaviour.
- Implement and monitor the Behaviour Improvement Path, in line with academy policy.
- Work collaboratively in a team of Behaviour Mentors.
- Be a mentor to students.
- Liaise with the Behaviour Manager and Deputy Lead Behaviour Mentor to operate, monitor and evaluate behaviour systems.
- Participate in the supervision of Reflection Room activities and register.
- Participate in Active Classroom Support and Reflection Room duties as well as other duties required such as gate, playground, break/lunch.
- Manage and administer the detention system as required.
- Co-run the one and two hour detentions.
- Keep parents/carers informed of their child's behaviour and build positive relationships with parents/carers.
- Help to maintain files and data used within the behaviour administration systems.
- Produce reports, documents and correspondence, including confidential material for the Behaviour Manager and SLT.
- Liaise with Hackney Learning Trust and Governors as and when required.
- Liaise with staff and external bodies as appropriate.
- Lead on a specialist area of focus.

The postholder will also:

- Establish constructive relationships with parents/carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- Reward good behaviour and challenge/take action on poor behaviour.
- With the Behaviour Manager, support training and/or induction for staff on behaviour management.
- Support teaching and support staff in maintaining discipline and following up incidents.
- Monitor students' behaviour and with the Behaviour Manager and Director of Engagement, decide on a range of appropriate interventions and support to improve behaviour.
- Decide on the best course of action, referring to the Behaviour Manager, Director of Engagement and other members of SLT if required.

- Maintain a high degree of confidentiality with regards to student issues.
- Collate supporting material and documentation when required for reintegration and exclusion meetings, as directed by the Behaviour Manager.
- Be responsible for investigating behaviour incidents for a year group.
- Be responsible for taking key students to external events/activities, i.e. A&E, Court, CAMHS, New Regents, home visits or appointments with mentees.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue:

Signature of postholder:

Signature of Principal:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Experience		
Using Microsoft Office suite including Outlook	✓	
Word processing and typing skills	✓	
Using SIMs or similar databases	✓	
Desktop publishing		✓
Using email/internet	✓	
Working with students of all abilities	✓	
Liaising with parents/carers, external agencies, etc.	✓	
Delivering a mentoring service and intervention programme		✓
Managing and implementing recording and reporting systems		✓
Multi-agency working		✓
Developing banks of resources		✓
Skills		
Personal		
Well organised	✓	
Well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to work as part of a team	✓	
Ability to communicate effectively with staff, students, parents/carers and agencies/statutory bodies, and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Understanding of Every Child Matters agenda		✓
Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff, students and the wider school community	✓	
Ability to motivate	✓	
Ability to build good relationships at all levels	✓	
Ability to train and develop staff	✓	
Ability to work some evenings, such as Parent Evenings	✓	

The City Academy, Hackney
Behaviour Mentor
Term Time + 5 Days (40 Weeks)
Salary: Scale 4, Point 18-21 £21,546 - £23610 pro rata
(Actual Salary £18,981 - £20,799 Per annum)
(plus performance related bonuses and other benefits)

If you want to be the best, then you should probably join us

Students in our academy made more progress than in any other school in London and made the best progress of any co-educational school in the country in 2014 (Best 8 score 1081.4). In addition, we have maintained our results in 2017 at a level significantly above national averages. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

The Role

We are looking for a highly motivated, exceptional individual to take on the role of a Behaviour Mentor. You need to have extremely high expectations to ensure children regardless of gender, ethnicity and religion achieve to the best of their ability.

Successful candidates for this post will require Behavioral Mentoring experience, with an interest in working with students with a wide range of behavioral and educational needs including emotional, social and mental health needs is essential. A caring, flexible and common sense approach is important.

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For details about the role and how to apply please visit www.thecityacademy.org.

The closing date for applications is xxxxxxxxxxxxxxxxxxxxxx at 10am