

Behaviour Mentor and Administrator: job description

Post:	Behaviour Mentor and Administrator
Hours:	Term time + 10 days
Grade	Local Government Pay Scale
Responsible to:	Achievement Team Leader Year 7

Job Purpose

The Behaviour Mentor and Administrator will be expected to:

- Oversee and administrate academy behaviour systems.
- Administrate and supervise the daily 1 hour detention from Monday to Friday, and support with other sanctions as required.
- Be responsible for investigating incidents and recommending sanctions.
- Mentor vulnerable students, providing them with practical support to improve their academic achievement.
- Participate in all aspects of the management and improvement of student behaviour and the prevention of poor behaviour.
- Establish constructive relationships with parents/carers, exchanging information and facilitating support for their child's attendance, behaviour and learning.
- Provide in-class support for students whose behaviour in the classroom is an obstacle to their achievement and that of others.
- Support teaching and support staff in maintaining discipline and following up incidents.
- Reward good behaviour and challenge/take action on poor behaviour.
- Maintain a high degree of confidentiality with regards to student issues.
- Collate supporting materials and documentation required for reintegration and exclusion meetings.
- Assist the Faculty of Learning in coordinating assessments and providing support for students with emotional and behavioural needs in accordance with the SEND Code of Practice.
- Assist in securing the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, establishing the academy as a leading provider of high quality education for its students.
- Support the academy team in creating a professional culture of high expectations in which students feel safe, valued and motivated to succeed.
- Provide the consistent day to day behaviour support necessary to ensure all stakeholders are able to be fully committed to students' achieving outstanding outcomes.
- Be part of, and share a workspace with, the general office and reception team, providing daily support with parental enquiries relating to behaviour and detentions.
- Undertake additional responsibilities to support the smooth running of the academy where required.

Key Responsibilities

Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:

- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.
- Support in the delivery of Academy policy in key areas.
- Reporting to the Subject Leader Science, Senior Leadership Team and CoLAT as required.

Contribute (with the academy team) to:

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence in the community.
- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective planning for improvement for the academy.
- Ensuring efficient and effective use of resources.
- Developing strong productive relationships with a wide range of stakeholders.

Behaviour systems

- Support the Achievement Team Leader in all aspects of the management of students with behavioural, emotional and social needs.
- Liaise with the Director of Learning and Engagement in fulfilling the statutory requirements for SEND students with behavioural, emotional and social needs.
- Implement and monitor the Behaviour Improvement Path, in line with academy policy.
- Be a mentor to the students who are on the caseload, including one-to-one and group sessions.
- Liaise with the Director of Learning and Engagement to devise, operate, monitor and evaluate behaviour systems.
- Coordinate Reflection Room activities and register.
- Participate in Active Classroom Support, gate, playground and other duties.
- 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.
- Maintain files and data used within the behaviour administration systems.
- Analyse behaviour and attainment data and produce reports, documents and correspondence, including confidential material for SLT for behaviour management meetings and exclusions.
- Provide support to ATL/SLT for behaviour and exclusions as appropriate.
- Liaise with staff and external agencies as appropriate.
- Lead on a specialist area of focus within the Behaviour Team.
- Provide daily reporting on detentions and weekly reporting on detentions/mentoring/merits.

Recording and assessment

- Develop and maintain target-setting and monitoring systems for raising the attainment of students with behavioural/emotional/social needs.
- Interpret assessment data and put in place interventions to address underachievement.
- Develop strategies for raising achievement for students on caseload.

Leadership of self and others by:

- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Maintaining open professional dialogue with the Achievement Team Leader about the identification of academy strengths and weaknesses, ensuring a proactive approach to sharing and solving potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

Assist in management of the organisation by:

- Liaising with all academy staff, parents and students where required.
- Liaising with external agencies as appropriate.

- The effective use of ICT.
- Where applicable undertaking additional administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and Governing Body.

Standards/Quality Assurance and Additional Responsibilities

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Compile statistical returns as required.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy's behaviour code and uniform regulations.

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.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- 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.
- Ensuring customer care and quality assurance 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.

Special Conditions of Service to Note

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trust. The postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and/or Committee Meetings, etc.), with due notice.

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 on their application form and are expected to disclose such information at the appointed 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. The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

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 Chair of Governors:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Evidence of continuing professional development		✓
Experience		
Fully conversant with all aspects of MS Office, email and internet	✓	
Ability to provide high-quality administrative support to staff	✓	
Ability to provide high-quality behavioural/emotional support to students	✓	
Knowledge of whole school behaviour systems	✓	
Knowledge of multi-agency working		✓
Experience of setting up, using, maintaining and developing behaviour systems		✓
Demonstrable experience of improving student outcomes		✓
Skills and qualities		
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Attention to detail in communication and planning	✓	
Ability to problem-solve	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Well-organised	✓	
Well-presented	✓	
Fast and accurate keyboard skills		✓
Good understanding of database systems to produce reports and statistics		✓
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations	✓	
Vision and values		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		✓