

Harris Academy Wimbledon



Behaviour Mentor

Grade 6 Inner London Pay Scale + Performance and Loyalty Bonus + Pension Scheme (TPS) + Harris Wellbeing Cash Plan + Additional Benefits

Start date: September 2025

37.5 hours per week—8.30am to 4.30pm
Term-time only

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or info@harriswimbledon.org.uk

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Dear Applicant,

We are an ‘*Outstanding*’ (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Our academy is an exceptional place to learn, providing an ambitious but happy and inclusive environment. We have high expectations of our students of all starting points and abilities. We know that our students will leave us academically successful, but we also want them to be well-rounded individuals with a highly developed social conscience, ready to lead in their communities and beyond. Our motto is ‘*make a difference*’ and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them.

Three words are crucial to how we guide students to be able to ‘*make a difference*’: independence, integrity and resilience.

Independence means we support students to develop their skills and attributes, so they have everything they need to succeed. We set challenging targets and raise aspirations so every single one of our students reaches their potential.

Integrity means staff and students must be fair and truthful and have the courage to take the right action in every situation, even when no-one is looking.

Resilience means we give students the tools to recover from difficulties. We show students how taking risks and making mistakes is all part of the learning journey. We also show students how hard work brings success, and support them to persevere with all challenges.

We are looking for a hardworking, ambitious and dynamic Behaviour Mentor to join Harris Academy Wimbledon at this exciting time.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,



Joanne Larizadeh
Principal



Job Description

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main Areas of Responsibility

1) Behaviour for Learning

- To design and deliver, in consultation with the Vice Principal, a variety of agreed behaviour support programmes;
- To follow through any issues to do with behaviour as required by the Academy Leadership Group, for example, taking student statements regarding incidents and passing these on to relevant colleagues;
- To mentor students on PSPs, supporting successful achievement of targets and contributing to meetings/ reports in relation to student progress on PSP. This may include supporting in lessons as appropriate;
- To prepare student's files for governor's disciplinary panels or exclusion hearings;
- To present reports of student's progress to PSP review meetings;
- To send out letters to parents regarding behaviour and sanctions as directed by the Academy leadership team;
- To ensure that designated mentored students have up-to-date report cards and that completed cards are filed appropriately;
- To organise meetings with parents/carers, documentation, confirmation, booking rooms etc when requested by the Academy Leadership Team;
- To communicate with parents/carers when requested by the Academy Leadership Team.

2) The Reflection Room

- To be responsible for supervising students in the reflection room;
- To deliver the curriculum offer for the students attending the reflection room;
- To liaise with teaching staff to ensure appropriate work is set and appropriate provision is in place;
- To be responsible for maintaining a calm and purposeful learning environment;
- To follow-up on any truancy or attendance concerns;
- To work with the other members of the support team to ensure students are monitored and supervised before school, during break and throughout lunch;

3) Homework Club

- To lead homework club ensuring letters are sent home to parents, students are focused and engaged and complete homework;

Job Description

- To work with other members of the support team to ensure homework club is supervised after school until 4.30pm.

4) Other Duties

- To be a role model for the students of the academy;
- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the academy, commensurate with the level of the post holder;
- To participate in academy trips/visits when requested;
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Academy Ethos

- To undertake whole Academy duties as outlined in responsibilities agreed each year.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To support and attend academy events such as open evening.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all Academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Disclaimer

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to ena-

Job Description

able an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

Attributes	Description	Desirable
Knowledge and Experience	<p>Experience of working with secondary age children.</p> <p>GCSE Maths and English at grade C or above, or equivalent.</p> <p>Knowledge of the academy behaviour for learning policy.</p> <p>Knowledge of the range of barriers to learning that students face.</p> <p>Training in child protection and safeguarding procedures.</p> <p>Basic knowledge of first aid; e.g. emergency first aid course.</p> <p>Two years' experience of working in an inner city school or educational establishment.</p> <p>Experience of dealing successfully with a range of behaviour issues.</p> <p>Experience of working with staff to ensure excellent behaviour for learning.</p> <p>Experience of working with families.</p> <p>Experience of supervising a group of students for detentions, referral and internal exclusion as appropriate.</p> <p>Experience of working with challenging students and finding ways in which we can meet their needs more successfully.</p>	<p>Experience of working in an inner city school.</p> <p>Experience of working with students from a range of ethnic backgrounds.</p> <p>Knowledge of SEND systems.</p> <p>Degree or equivalent.</p>
Skills and Abilities	<p>Full working knowledge of relevant policies/codes of practice.</p> <p>Ability to plan effective actions for pupils at risk of underachieving.</p> <p>Understanding of principles of student development and learning processes.</p> <p>Excellent interpersonal and organisation skills.</p> <p>Computer literate - must have good ICT skills including a working knowledge of MS packages.</p> <p>Strong work ethic and capacity for hard work.</p> <p>Ability to communicate effectively, orally and in writing.</p> <p>Excellent organizational and planning skills, including prioritizing tasks.</p> <p>Ability to think creatively to anticipate and solve problems.</p> <p>Effectively manage students movement around the academy particularly during break and lunch times.</p>	
Personal Qualities	<p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</p> <p>Flexibility of approach to work.</p> <p>Ability to relate well to colleagues and students.</p> <p>A professional manner.</p> <p>Ability to work under pressure.</p> <p>Generosity of spirit and a sense of humour.</p> <p>Have commitment to own personal and professional development.</p> <p>Commitment to equality and diversity.</p> <p>Empathy with the aims and objectives of the Harris Federation.</p>	



An exceptional place
to learn and teach



- 'Outstanding' (Ofsted 2023) secondary academy
- Brand-new building with state-of-the-art facilities
- Oversubscribed with waiting lists for entry into every year group
- We value our exceptionally dedicated and talented staff whose hard work enables our students to leave us academically successful, and as well-rounded individuals
- Our motto is '**make a difference**' and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them

A dynamic, inclusive and supportive team

Harris Academy Wimbledon is the perfect place to kickstart your teaching career or build on your expertise and progress into leadership. We offer a unique and dynamic teacher-centred approach to professional development comprised of five pathways:



1 Instructional Coaching

Weekly
Peer-to-peer
coaching for
all teachers



2 Professional Development

Bi-weekly
From 'expert
coaches' and
external providers



3 Beginner Teacher Training

Weekly
Instructional
coaching &
Federation CPD



4 Subject-specific CPD

Weekly
Responsive
to department
priorities



5 Formal Accreditation

Ongoing
NPQs, Diverse
Leaders Programme,
part-funded masters

At HAWI we really take care of our staff



Performance & loyalty bonus



£1.5K HAWI allowance



Competitive pension



Cycle to work scheme



Interest-free ICT loan



Gym & leisure discounts



Comprehensive induction



Free counselling & advice



Flexible working



Priority admissions for children of HAWI staff



Interest-free season ticket loan



Sports and social activities

For a confidential discussion about this post with the Principal,
more information or to arrange a visit, please contact the school
on

0203 962 4300 or info@harriswimbledon.org.uk

Thank you for your interest in our school. We look forward to
receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*

