

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	SEND Behaviour Mentor	Location	Ash Green School
Salary	NJC PayScale - £31,022 – £33,699 (£26,682 - £28,984 pro rata for term time only)	Hours	37 hours per week
Department	Support Staff	Reports To	SENDCo

JOB PURPOSE:

Support students with SEND to co-regulate and display positive behaviours to help engage with their learning.

KEY RESPONSIBILITIES AND DUTIES:

Pupil Support Responsibilities

- Support pupils with SEND in managing behaviour and achieving social/behavioural targets in and outside the classroom.
- Assist individual pupils struggling with behaviour by supporting them outside the classroom/social group.
- Help reintegrate pupils into the classroom/social group once they have self-regulated.
- Deliver both academic and pastoral interventions.
- Set a positive example through personal presentation and professional conduct.
- Plan and review pupil passports to provide tailored support.
- Maintain good attendance at one-to-one sessions and liaise with staff on attendance issues.
- Provide pastoral support to promote emotional wellbeing and self-esteem.
- Stay informed on current developments in supporting students with learning and social-emotional challenges.
- Ensure pupils are aware of available services, including welfare and careers guidance.
- Participate in team training and meetings, sharing good practice.
- Support learners with progression routes such as college applications or employment.
- Guide pupils to maximise their potential by adapting support to individual needs.

School Culture

- Promote and uphold the academy's values, ethos, policies, and practices.
- Help foster a strong school community with consistent behaviour and respectful relationships.
- Engage actively in student welfare and support.
- Collaborate with colleagues and professionals within and beyond the school.
- Participate fully in the life of the school community.

Communication

- Communicate effectively with parents of pupils with SEND and follow up as needed.
- Where appropriate, liaise with external bodies, including during annual reviews.
- Adhere to the school's agreed communication policies.

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Other Professional Requirements

- Take ownership of school projects to meet goals and enhance school administration.
- Operate within all school policies, including SEND, Health and Safety, Child Protection, Assessment, and Behaviour.
- Contribute to school life through active participation in meetings.
- Work collaboratively with colleagues and share effective practices.
- Undertake additional responsibilities as directed by the SENDCO.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent. 	
EXPERIENCE	<ul style="list-style-type: none"> • Have relevant experience in a similar role. • Experience of delivering literacy and numeracy interventions successfully. • Working knowledge of meeting the needs of young people with SEND and the implementation of strategies to support their development. • Attention to detail and ability to present data in a user friendly format. • Ability to work to deadlines and liaise appropriately with staff, at all level. 	
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential, sensitive information in line with data protection legislation. • Demonstrates the ability to work within teams. 	

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	<ul style="list-style-type: none"> • Commitment to regular and on-going professional development. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Leads by example with high professional standards. • Resilient, energetic and enthusiastic. • Student focused commitment. • Has organisational skills and the ability to multitask. • Will play a full and active role in the wider development of SEND in the school. • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards. • Good communication, planning and organisational skills. • Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others. 	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.