THE ELTON HIGH SCHOOL

JOB DESCRIPTION

Post Title: Behaviour Mentor – Reflection Room	
Department: Student Support	Post Grade: Grade 8 (Actual Salary £26,062 to £28,270)
Location: THE ELTON HIGH SCHOOL	Hours: 37 hours per week (Term-Time only + 3 additional days)

MAIN PURPOSE AND OBJECTIVES OF POST:

The Behaviour Mentor is a dynamic role within the Student Support Team. The postholder will work with colleagues to promote high standards of behaviour across the school and ensure that all students' pastoral care needs are met.

The main role of the Behaviour Mentor – Reflection Room is to:

- Supervise the day-to-day implementation of the Reflection Room.
- Assist in the organisation of referrals to the Reflection Room, including parental engagement.
- Maintain records of student attendance, behaviour and outcomes in the Reflection Room.
- Co-ordinate the setting, collecting and returning of student work in the Reflection Room.
- Maintain a calm, purposeful learning environment in the Reflection Room, ensuring work that is set is completed to a high standard.
- Contribute to restorative practices to support students' reintegration back into lessons.

ACCOUNTABLE TO: Headteacher and Governing Body

RESPONSIBLE TO: Deputy Headteacher – Student Support & Assistant Headteacher - Behaviour

RELATIONSHIPS: (Internal/External)

The nature of the post will bring the postholder into contact with a wide range of people both within the school and outside the school and the postholder will be expected to maintain excellent relationships with all of the following:

- Chair and members of the Governing Body
- All Staff
- Officers of the Local Authority at all levels

DUTIES/RESPONSIBILITIES:

1. To uphold the school's values, policies and expectations.

2. Work closely with the Senior Leadership Team, SENDCo and Heads of Year to ensure that student behaviour is managed effectively and the needs of the students are met.

3. Liaise with all stakeholders to respond to the needs of all students positively and with urgency.

4. Complete key duties throughout the day, including supervision of areas and students before and after school.

5. Complete On Call duties throughout the day, responding to behaviour incidents, toilet requests and attendance alerts.

6. Assist with the organisation and supervision of internal suspension (as above).

7. Plan and deliver 1:1 and small group mentoring with identified students.

8. Monitor, keep statistics, record, report and evaluate the implementation of all mentoring plans drawn up to remove barriers to learning for individual students – using the agreed policies, procedures and processes of the school.

9. Follow up and record attendance concerns according to school policy.

10. Support students throughout the day by de-escalating behaviour and responding to pastoral needs.

11. Maintain regular contact with families/carers of children in the mentoring programme.

12. Supervise afterschool detentions.

13. Develop and maintain a thorough knowledge and appreciation of the range of services, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students and to provide that information to students and parents/carers where appropriate.

14. Share information with local agencies, schools, education authorities and other behaviour mentors.

15. Promote the speedy and effective transfer of information on targeted support and to provide individual student support during transition and transfer where necessary.

16. Attend home visits and meetings with parents where necessary.

17. Provide administrative support as requested by the SLT in charge of Student Support.

18. Promote the safety of students and protect them from abuse, using the agreed procedures for identification, responding to disclosure and reporting to the DSL/DDSL.

19. Participate in professional networks, share best practice and attend training.

20. Participate in the performance management system, evaluating one's own performance in discussion with line manager and planning and carrying out professional development.

21. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.

22. Undertake additional roles and responsibilities as directed by the Headteacher and Deputy Headteacher i/c of Student Support, which are commensurate with the grade.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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