

Job Outline – Behaviour Development Mentor

Responsible to: Headteacher

Salary Grade: Scale 5

Full Time/Part Time: 30 hours per week, 38 weeks per year

Job Purpose:

We are seeking an outstanding, resilient individual to support the development of children's behaviour across the school. The ideal candidate will be confident in supporting children to regulate and understand their emotions. Through responding to situations that arise, empathy and a trauma perceptive approach will be taken with children.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Work as part of the pastoral team to provide direct support for pupils with emotional and/or behavioural difficulties
- Build a rapport with pupils and their families to ensure they feel heard, supported and safe at school.
- Support the leadership team, teachers and learning support assistants by managing challenging behaviour and enabling the smooth running of the school.
- Respond to high level behaviour across the across the school.
- Implement the school's behaviour policy and follow individual adult response plans.
- Communicate with teachers and the leadership team to ensure a consistent approach is taken.

- Support pupils within the learning environment and around the school, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Show resilience and flexibility when faced with challenging situations.
- Participate in required training and implement shared practice and individual feedback.

Preparing the Classroom Environment & Supporting the Curriculum

- To support the needs of the pupils and curriculum, by assisting the teacher with preparation of equipment, photocopying of material for use in learning and by providing general clerical support for class based tasks.
- Create and maintain a purposeful, orderly and supportive environment and assist with displays of pupils' learning.
- To monitor resource levels and contribute to the resource ordering process, ensuring that there is minimal waste and to maximise the effectiveness of financial resources to assure the requirements of the curriculum can be met in a timely manner.
- Support other members of staff with the effective resourcing of specific specialist areas to deliver the curriculum effectively, for example phonics, reading etc.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school policies and documentation.

Families & Safeguarding

- Keep parents/carers informed so they have a clear picture about how their child is doing at school and are able to support as appropriate.
- Show commitment to working with the staff team to ensure the highest levels of safeguarding are upheld at all times.
- To report any safeguarding concerns to the Designated Safeguarding Lead.
- To adhere to all safeguarding policies, practices and expectations including online safety.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.