

LEARNING AND BEHAVIOUR MENTOR – Job Description

POST: Learning and Behaviour Mentor

RESPONSIBLE TO: Senior Leader Responsible for Behaviour and Attitudes

GRADE: Support Staff Pay Scale 4-7 plus Local Government Pensions Scheme

KEY RELATIONSHIPS: Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; hub council; other Oasis Academies and Oasis Community Learning central staff.

LOCATION: Oasis Academy Arena

WORKING PATTERN: 37 hours per week, term-time only (39 weeks), 8am – 4pm

DISCLOSURE LEVEL: Enhanced DBS

THE ROLE:

The role of a Learning and Behaviour Mentor is to co-ordinate and address the barriers to learning for either an individual student or a targeted group of students in order to enable them to achieve their full potential.

As a member of our Pastoral Support Team, you will be working with a range of young people, including those who may have social, emotional or mental health needs.

KEY RESPONSIBILITIES:

The post holder will: -

- Take a leading role with the implementation of Oasis Academy Arena's behaviour policy
- Work directly with students, provide mentoring and/or pastoral support to overcome particular obstacles to learning in relation to pastoral, behaviour or attendance issues by running intervention provisions in the academy
- Take an operational lead on the implementation and maintenance of the academy's behaviour policy with students who need extra support
- Maintain a presence across the Academy site to support punctuality to lessons, eliminate truancy and ensure students are in the right place at the right time
- To challenge and support students who are not behaving in line with the Academy's behaviour policy, including removing students from lessons via our on-call system
- Manage the supervision of students not working to their usual lesson timetable, either in the Internal Exclusion Room, in small groups or one to one
- Provide support and advice to students to promote their social care and personal development.
- Liaise with teaching staff to provide particular support to targeted students to raise achievement and attendance and help them to overcome barriers to learning
- Work with the pastoral and inclusion team to provide input to the identification of needs, assessing those students needing extra support and the development of individual action plans for targeted students
- Support students with their reintegration to the academy following internal exclusions or fixed term suspensions
- Support restorative conversations between staff and students
- Assist in maintaining contact with students' families/carers to inform them of progress, successes, and concerns
- Provide extra support to students through knowledge of a range of activities and opportunities available

- Collate information and maintain records of student behaviour and progress using Bromcom (training will be provided)
- Support and monitor behaviour related paperwork and record keeping
- Support and supervise break, lunchtime or end of day detentions as directed
- Undertake break and lunchtime duties
- Assist with extra-curricular activities for students as and when requires and escort students on external Academy visits as required
- Liaise with parents in relation to appointments, queries, concerns, and updates on behaviour as directed by the pastoral or behaviour team

ADDITIONAL RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Attend, note take and participate in relevant meetings as appropriate
- Other duties as reasonably required

GENERAL:

- To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies
- To review and develop own professional practice, maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development
- To demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications
- To be responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected
- To contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes

OTHER:

- To undertake other various responsibilities as directed by the line manager and Principal
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed
- The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually
- The successful applicant will participate in training and other learning activities as required

SAFEGUARDING CHILDREN

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

LEARNING AND BEHAVIOUR MENTOR - Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications and skills	<ul style="list-style-type: none"> • Computer skills (Outlook, Word, Excel) • A good level of spoken and written English 	<ul style="list-style-type: none"> • Bromcom database knowledge (desirable, however training will be provided). • Qualified first aider (desirable)
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • A sense of humour and a can-do attitude • Some experience of working with young people with social/behaviour factors that impact their ability to engage • Team player with a positive and enthusiastic approach to work • The ability to cope with the pressures of unpredictable or competing priorities • Professional approach and friendly demeanour. • To be able to promote good practice and be willing to share this with others 	<ul style="list-style-type: none"> • Experience of working in a secondary school/academy • Understanding of a specific aspect of need e.g. SEND or Behaviour or Mental Health training • Understanding of social and behavioural factors that may impact on a student's ability to engage in the curriculum • An awareness and understanding of the importance of Safeguarding in schools
Personal Qualities	<ul style="list-style-type: none"> • Ability to work effectively with a range of people – staff, students, parents, outside agencies • Ability to prioritise work and deliver to tight deadlines • Ability to work independently and as part of a team • Ability to interpret and follow procedures • Ability to maintain confidentiality • Ability to reflect • Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working in a range of challenging situations • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	