

## Job Description Template

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**Post:** Behaviour Mentor

**Accountable to:** Behaviour Manager, Deputy Lead Behaviour Mentor

**Grade/Range:** Local Government Pay Scale Scale 4 Point 7-10

**Salary:** Scale 4 Point 7-10 FTE £27,060.00 - £28,419.00 (Actual: £23557.00 - £24,740.00 + £2929.56 contractual overtime)

**Working Pattern:** Term Time only plus 5 days, full time (35 hours) + 5 hours of contractual overtime

**Location:** Hackney

**Disclosure level:** Enhanced

**Responsible for:** Behaviour management and improvement systems, and a specialist area of focus

### **Principal Accountabilities**

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

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### **Key Accountabilities**

- Participate in all aspects of the management and improvement of student behaviour and the prevention of poor behaviour.
- Implement and monitor the Behaviour Improvement Path, in line with academy policy.
- Work collaboratively in a team of Behaviour Mentors.
- Be a mentor to students.
- Liaise with the Behaviour Manager and Deputy Lead Behaviour Mentor to operate, monitor and evaluate behaviour systems.
- Participate in the supervision of Reflection Room activities and register.
- Participate in Active Classroom Support and Reflection Room duties as well as other duties required such as gate, playground, break/lunch.
- Manage and administer the detention system as required.
- Co-run the one and two hour detentions.
- Keep parents/carers informed of their child's behaviour and build positive relationships with parents/carers.
- Help to maintain files and data used within the behaviour administration systems.
- Produce reports, documents and correspondence, including confidential material for the Behaviour Manager and SLT.
- Liaise with Hackney Learning Trust and Governors as and when required.
- Liaise with staff and external bodies as appropriate.
- Lead on a specialist area of focus.

**The postholder will also:**

- Establish constructive relationships with parents/carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- Reward good behaviour and challenge/take action on poor behaviour.
- With the Behaviour Manager, support training and/or induction for staff on behaviour management.
- Support teaching and support staff in maintaining discipline and following up incidents.
- Monitor students' behaviour and with the Behaviour Manager and Director of Engagement, decide on a range of appropriate interventions and support to improve behaviour.
- Decide on the best course of action, referring to the Behaviour Manager, Director of Engagement and other members of SLT if required.
- Maintain a high degree of confidentiality with regards to student issues.
- Collate supporting material and documentation when required for reintegration and exclusion meetings, as directed by the Behaviour Manager.
- Be responsible for investigating behaviour incidents for a year group.
- Be responsible for taking key students to external events/activities, i.e. A&E, Court, CAMHS, New Regents, home visits or appointments with mentees.

### **Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

### **Safeguarding Children**

COLAT 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.

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 person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Person Specification

### Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent		✓
<b>Experience, Skills and Knowledge</b>		
Using Microsoft Office suite including Outlook	✓	
Word processing and typing skills	✓	
Using SIMs or similar database	✓	
Desktop publishing		✓
Using email/ internet	✓	
Working with students of all abilities	✓	
Liaising with parents/carers, external agencies, etc.	✓	
Delivering a mentoring service and intervention programme		✓
Managing and implementing recording and reporting systems		✓
Multi-agency working		✓
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Ability to motivate	✓	
Ability to build good relationships at all levels	✓	
Ability to train and develop staff	✓	
Excellent interpersonal skills and be able to communicate effectively	✓	
Developing bank of resources		✓
<b>Personal Qualities</b>		
Excellent communication skills in writing and orally at all levels	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to work well as part of a team	✓	

Ability to communicate effectively with staff, students, parents/carers and agencies/statutory bodies, and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and wiling to contribute to the success of the team	✓	
Understanding of Every Child Matters		✓
<b>Other</b>		
Safeguarding and Child protection policies and procedures	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Ability to work some evenings, such as Parent Evenings	✓	