



Copthall School is committed to the protection and safety of children and young people. All staff are expected to share this commitment.

Job Description: Behaviour and Achievement Mentor

Reporting to: Member of the Senior Leadership Team

Pay Scale: Hours: 36 per week (8.00am – 4.00pm Monday to Friday)
Term time only (38 weeks)

JOB OVERVIEW:

- To lead on delivering behaviour intervention, specifically that for students identified as having specific behaviour needs
- To be a core part of the school's Behaviour Mentor team leading the Reflection Room, ensuring that the environment is calm and conducive to learning
- To coordinate external provision for support behaviour in school, including sourcing, managing and organising students and practitioners including for those with SEMH needs as directed by Inter-Services
- To be a key part of the team delivering intervention and running the Reflection Room, with specific responsibility for monitoring the impact of the intervention for identified students over time
- To complete the Reflection Room communication slips for students to attend the Reflection Room and to manage the live list of students attending daily
- To lead and implement best practice and training into Copthall around behaviour management
- To design and deliver bespoke behaviour improvement programmes to support development for students identified as needing behaviour support from the weekly analysis
- To be a member of the Pastoral Team and support key positive behaviour strategies across the school
- To deliver behaviour and some SEMH interventions across the school, working alongside TA for SEMH mentoring and working with small groups
- Record, monitor and report key behaviour data and impact of interventions undertaken, including those students on BSP, PSP and the Behaviour Reflection Records
- To work under the supervision and guidance of your direct line manager to ensure that all pupils reach their full potential
- To implement the schools' behaviour policy and ensure consistency of approach across the school

Key Responsibilities:

- To take responsibility and deliver training to staff to support teachers with behaviour issues throughout the school day and during INSET as a member of the Pastoral Team
- To support daily detentions, conducting Restorative Justice conversations with staff and students who require them
- To manage the Reflection Room, including supporting the resourcing and timetabling of the provision to ensure that students are able to reflect on their behaviour in order to re-join the main school body as quickly as possible
- To be a key member of the Reflect, Reset and Return Alternative Provision when needed
- To collect weekly data, monitor student progress, share outcomes and sign post actions to Curriculum leaders, SLT and DOLs
- To support with the delivery of pastoral care and academic mentoring to students at the school 1:1 and in groups
- Being a visible and active presence in the school corridors during lesson change over or as part of on call
- To be responsible for the collection and analysis of data around student behaviour (positive and negative), identifying key issues and developments and proposing recommendations under the direction of Line Manager
- To deliver bespoke mentoring and emotional / behaviour curriculum units to those referred to the Learning Mentor to groups of students or individual students as identified
- To support the DOL team how to set targets which are SMART for students to progress, and to assist with monitoring the targets set, and to help with coordinating appropriate intervention to maximise progress
- To promote, manage, and be responsible for high standards of student behaviour, attendance, punctuality and uniform
- To establish a positive partnership with parents/carers to involve them in their child's learning and progress
- To attend lessons to support students with reintegration into lessons, after a period of time in alternative provision
- To support the transition programme to alternative provision, leading on managing individual student plans
- To conduct On Call as directed
- To support excellent behaviour in the wider community, including being a visible and active presence at the beginning and end of the school day
- To be a member of the school's First Aid team
- To liaise with external agency including the PRU to extend our provisions for students in partnership with the Director of Learning
- To support the exclusions process and assist with effective re/integration of students, particularly those identified as requiring additional support or intervention.
- To manage and implement the Behaviour and Pastoral Support Plans process

- To work with other staff, including the Directors of Learning to maintain an intervention and impact document for each student to ensure successful reintegration into the wider school community
- To maintain accurate records of interventions and ensure consistency of communication and actions across the academy by all staff
- To maintain a purposeful learning environment within the Reflection room, and to provide a curriculum offer for those students who have been referred there, in partnership with Curriculum Leaders and DOLs
- To support positive behaviour and reconciliation strategies, including leading on Restorative Justice practice; ensuring resolution discussions take place between staff and students and outcomes are noted
- To carry out all the administration related to the role
- To attend inter-services and behaviour-services team as required, working collaboratively with colleagues to implement appropriate support for key students

Other Duties and Accountabilities:

- Responsible for liaison with parents, governors, staff, students, members of the general public and external agencies, in a professional and efficient manner
- Work co-operatively with support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders
- Attendance at team meetings where relevant
- To undertake such training and deliver training as is necessary to operate the academy systems effectively and ensure that academy procedures are adhered to
- To be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or relevant member of the Senior Leadership Team
- To ensure compliance with your responsibilities as laid out in the academy's Equal Opportunity Policy and take an active role in promoting equality and diversity
- To commit to your own continued professional development
- To promote the school's values and support our commitment to providing a caring and stimulating environment, and improving standards for all students within the school
- To undertake all other reasonable duties as requested by the Headteacher

Person Specification	Essential: E Desirable: D
Qualifications / Experience / Knowledge	
Good level of general education including GCSE Maths and English	E
Educated to degree level or equivalent	D

Experience of working in a school or academy	D
Good literacy and numeracy – GCSE Maths and English or equivalent	E
Evidence of on-going professional development and training relevant to the role	D
Evidence of training or qualifications in mentoring	D
Evidence of training or qualifications in Child Protection	D
First Aid qualification	D
Experience of working with young people with a range of different needs	D

Skills / Abilities	
Excellent time management, organisational and administrative skills	E
Excellent communication skills, including high standards of written communication, grammar and spelling	E
Excellent IT skills with a range of software	E
Ability to produce clear and well-formatted documents	E
Ability to work with tact, diplomacy and maintain confidentiality	E
Excellent attention to detail	E
Ability to work under pressure to prioritise and meet deadlines	E
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work	E
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	E
Ability and willingness to work outside normal office hours if required	E
A team player who is willing to go beyond their own responsibilities to help others at busy times	E
Self-motivated, enthusiastic and with an excellent sense of humour	E
Confidential	E
Willing to learn	E
Honest and works with integrity	E
Committed to high quality	E