



Pastoral and Behaviour Mentor

Job Description

Responsible to Head of Centre

Generic Responsibility

The role of the Pastoral and Behaviour Mentor is to work with school staff and other agencies to provide:

- Support and bring about sustained change to students who need help overcoming barriers to learning, where behaviour and attendance issues are a cause for concern.
- Promoting the achievement of high standards through effecting mentoring and behaviour management
- Modelling the vision and values of the school.
- Being part of the team of the GFC School.
- Receiving and acting on feedback to build on the strengths and improve personal performance within the school systems.
- Recognising, promoting and celebrating diversity.

Main duties and responsibilities

1. To respond and deal effectively to any behaviour incidents that take place-involving students.
2. To create and maintain effective, intervention strategies to promote positive outcomes

3. To participate in the assessment of students, in order to identify those who need additional support in overcoming issues relating to attendance, behaviour and following a period of exclusion
4. To work in partnership with all staff in drawing up and implementing a behaviour plan for each student in need of additional support
5. To work in partnership with all school staff seeking to reach acceptable outcomes that meet the needs of the student, overcoming the behaviours and attitudes that inhibit their progress at school
6. To develop a 1:1 mentoring relationship with the student receiving support, aimed at achieving the goals defined in their individual behaviour plan.
7. To work in partnership with staff and outside agencies to secure positive family support and involvement by maintaining regular contact with families / carers of students receiving support / intervention.
8. To maintain an accurate account of behaviour incidents and to use this information to inform the development of proactive intervention strategies / action plans for sustainable improvement.
9. To liaise with all relevant staff in the management of internally excluded students
10. To develop effective strategies to remove barriers to learning
11. To develop the student voice, appropriate judicial systems and prevention strategies.
12. Complying with the schools policies and procedures at all times.
13. Complying with the school's Safeguarding Procedures including regular liaison with the Designated Safeguarding Lead over any safeguarding issues or concerns
14. Taking part in staff development programme and continuing professional development as required.
15. To liaise closely with the SENco so that all students make expected progress
16. Undertaking other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

	Essential	Desirable
Qualifications	<p>Educated to GCSE Level</p> <p>Willingness and ability to obtain and/or enhance qualifications and training for development in the post</p>	
Experience	<p>Working in a school environment.</p> <p>Experience and knowledge of issues affecting students and young people and how to offer supportive assistance</p> <p>A previous role in this field would be highly desirable</p>	<p>Working with students who have a variety of special educational needs.</p> <p>Working with students who display challenging behaviour</p>
Skills and Knowledge	<p>Ability to support students with work up to GCSE level</p> <p>Excellent communication and listening skills</p> <p>Ability to respect and maintain confidentiality</p> <p>Working knowledge of standard computer packages - word processing, email and spreadsheets</p> <p>Good time management and organisational skills</p> <p>Ability to work with students and have a real interest in the issues faced by them</p>	<p>Knowledge and understanding of special educational needs.</p>