

East Sussex Skills Academy (ESSA)

Post:	Behaviour Mentor
Responsible to:	Assistant Headteacher
Salary Scale:	LSEAT Harmonised scale 19 to 22
Salary:	From £22,603 pa actual
Hours:	32.5 hours/ 39 week's term time only

Job Description:

- To work as part of the whole staff team in managing and modifying the behaviour of pupils supporting them in their learning.
- Modelling appropriate social skills and supporting students in making the right choices, taking a lead in resolving conflict and encouraging young people to develop thinking skills.
- Working with colleagues to promote good learning habits in pupils whilst promoting the highest expectations of behaviour.
- Supervising pupils and engaging positively with them in both structured and unstructured times.
- Maintaining professional boundaries at all times and observing / upholding the values and ethos of the school whilst contributing to the overall vision of the school.

MAIN PURPOSE OF THE JOB:

- Working across the school to support students who are struggling to engage in learning, encouraging participation and promoting the highest expectations of behaviour.
- Maintaining order and promoting a calm learning environment around the school building though establishing a constant staff presence in the corridor areas as well as being available to support with behaviour both in and out of the classrooms.
- Work collaboratively with teaching staff and other colleagues in managing behaviour and encouraging pupils to make the right choices within the framework of the Behaviour Policy.
- Developing strategies to support pupils in building their own resilience in tackling problems and overcoming personal difficulties.
- Contribute to the whole school ethos of restorative practices and solution-focused work to support children and young people in making the right decisions and developing improved personal strategies for managing and modifying their own behaviour.
- Record incidents on the school's monitoring systems such as CPOMS and Class Charts.
- Attend daily briefing and debriefing meetings as well as other staff meetings and team training as directed by the Headteacher.
- Undertake supervisory duties during unstructured time in line with the team ethos of the school and any other reasonable duties as directed by Senior Leadership Team.

- To abide by the school's policies, including those relating to safeguarding, health and safety and equal opportunities.
- To undertake other reasonable duties which are consistent with both the needs of the school and commensurate with the role of the post holder.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

General:

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

PERSON SPECIFICATION: Engagement Mentor

Qualifications:	Essential	Desirable
Good level of education to Level 2 or equivalent (including English & maths)	√	
Specialist qualification in youth work or related field		√
Positive Handling qualification, or be willing to undergo training	√	

Knowledge and Experience:	Essential	Desirable
Experience in working with diverse groups, preferably in an educational setting	√	
Experience of offering support, guidance and information to a diverse customer group	√	
Knowledge and understanding of the issues affecting students	√	
Experience of data inputting and data reporting	√	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures	√	
Experience of using a student tracking system	√	

Skills and Competencies:	Essential	Desirable
--------------------------	-----------	-----------

Excellent front line customer service skills – patience, tact, sensitivity and good humour	√	
Proven initiative and creative problem solving skills	√	
An ability to relate to, and empathise with, students and backgrounds	√	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	√	
A working knowledge of Microsoft Office packages, including Word, Excel and Outlook.	√	
The ability to summarise information and highlight key features	√	
Be able to deal with people in a calm and courteous manner	√	
The ability to work under pressure and to deadlines both independently and as part of a team	√	
The ability to work with discretion and maintain confidentiality	√	
The ability and skills to be able to drive and make home visits	√	

Other Qualities:	Essential	Desirable
Well-organised and able to work autonomously	√	
Proven ability to motivate and inspire others	√	
Strong problem solving capabilities	√	
Effective presentation skills	√	
Professional and approachable	√	
Demonstrable teamwork	√	
Tactful and diplomatic	√	
Ability to work on own initiative and under pressure	√	
Flexibility in approaching work situations	√	
Personal integrity and honesty	√	
Ability to work confidentially	√	
A commitment to continuous professional development at both personal and team levels	√	
An understanding of, and commitment to, the academy's Equality and Diversity policies	√	
An understanding of, and commitment to, the academy's Health and Safety Policies	√	
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	√	