

CANDIDATE PACK

Behaviour Mentor



Start date:
ASAP

Location:
The Ridge,
Hastings,
East Sussex
TN34 2AE

About Us

At East Sussex Academy we aim to ensure continuity and care for pupils during this transition, as we begin an exciting journey of improvement. We are committed to delivering high quality education for pupils, many of whom have had challenging experiences in mainstream settings and need support and encouragement to access learning. Ahead of the school's transfer into LSEAT (at which point it will officially become East Sussex Academy) we are already implementing some bespoke provision and services to support young people and schools across the county.





About the Trust

Our school is part of London South East Academies Trust - a multiacademy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Job Description

Job title: Behaviour Mentor

Salary: H19 to H22 on the LSEAT Harmonised Payscale

Contractual Hours: 35 hours per week

Contractual Weeks: 39 weeks per year

Position Status: Permanent

We are seeking an exceptional and dedicated Behaviour Mentor to join East Sussex Academy, Hastings.

The successful candidate will demonstrate a genuine passion for supporting vulnerable learners and a strong commitment to promoting positive behaviour and improving outcomes for all pupils. They will be a compassionate, resilient and reflective practitioner, able to build trusting relationships with pupils, families, staff and external agencies to create a safe, calm and nurturing environment in which every young person can succeed.

You will play a key role in supporting pupils to overcome barriers to learning, modelling positive behaviour strategies, and helping to maintain a culture of high expectations, consistency and respect across the school. Working closely with teaching staff and pastoral teams, you will provide targeted interventions and proactive support to promote emotional wellbeing, engagement and personal development.

We are looking for an empathetic and motivated individual who can inspire confidence, demonstrate excellent interpersonal skills, and contribute positively to the continued development of our inclusive school community.

We are the newly commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school or are at high risk of permanent exclusion.

Our school is based across three sites: this post is for our Hastings site.

We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team.

We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.

Job Description

Main purpose of the role:

- To give each young learner a feeling of increased self-esteem and self-worth at East Sussex Academy.
- To monitor the progress of the young learner across the curriculum and to ensure consistent and acceptable standards of work and behaviour.
- To evaluate the impact of the curriculum on the young learner and feedback this information to parents/carers, teachers and other professionals.
- To identify obstacles to personal progress and attempt to overcome them.
- To develop good relationships with young learners and their parents/carers.
- To work in partnership with teaching and support staff across all sites.



Key responsibilities of the job holder:

Behaviour Mentors provide appropriate support and guidance for each young learner in their care. This will be based on personal knowledge of their circumstances, learning needs, achievements and aspirations.

Behaviour Mentors will work with a specific caseload of children. They will be expected to cover for other Behaviour Mentors as directed, take classes or small groups of learners and work in assessment and transition centres at our other sites (if required).

- Engage fully with learners in classrooms and by leading small groups, acting as a role model to lead to academic progress and social development.
- Work one to one with pupils to improve progress and achievement.
- Contribute to the development of policy and good practice in specific related areas.

- Act as lead specialist on practices which promote effective learning, e.g. Speech and Language, Enrichment, Inclusion.
- Ensure that the role contributes to raising standards and is a complementary role that enhances and extends existing provision in order to support learning, participation and encourage social inclusion.
- Provide advice to staff, parents, and other agencies on issues related to behaviour, social, mental health and emotional barriers to learning. As part of this role, to be prepared to visit homes to support attendance and inclusion.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work cooperatively with others and engage all pupils with activities.
- Provide feedback to pupils in relation to progress and achievement.
- Support restorative practice strategies to improve pupil behaviour.
- Act as a pupil mentor to provide pastoral support.
- Record instances of interventions to improve behaviour and achievement.
- Liaise with Senior Leadership Team, Inclusion Managers and Teachers, SENCo, and other relevant staff regarding pupils who are of concern.
- To undertake any other reasonable duties, as requested by the Senior Leadership Team.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

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.

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

Person Specification

Education and Qualifications	Essential	Desireable
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	Desireable
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	√	

Person Specification

Skills and Competencies	Essential	Desireable
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	✓	

Person Specification

Other Qualities	Essential	Desireable
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	✓	

Person Specification

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	✓	

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

