



Job title: Learning and Behaviour Mentor  
Responsible To: SENCO  
Remuneration: Scale 4  
Hours: 30 hours per week over 5 days, TTO plus 5 days

- All personnel are to share in the corporate responsibility for the expectations and vision of the school and the well-being of all pupils and staff. Furthermore, all personnel are required to work within the co-operative principles.
- The post holder may be required to undertake other duties appropriate to the post as required.

**JOB PURPOSE**

- To take a leading role to address the needs of pupils who need particular support in overcoming barriers to learning so promoting the integration of pupils with special needs.

## **KEY RESPONSIBILITIES**

- Supporting and directing literacy and numeracy tasks.
- Focus support in areas needing improvement; academic, social and behavioural.
- Undertake learning activities to ensure differentiation and access to the curriculum.
- Motivate and encourage pupils to achieve the highest standards in academic work, behaviour and socially.
- Contribute to the comprehensive assessment of learning and behaviour, preparing appropriate reports and keeping accurate and meaningful records.
- Support pupils at times of transition.
- Observe, monitor and report on pupils' behaviour and progress.
- Develop strategies for managing and improving behaviour.
- Work with individuals and small groups in addressing their learning and behavioural needs.
- Develop and prepare resources.
- Contribute to the writing and review of individual learning and behaviour plans.
- Take part in the annual review process.
- Provide detailed feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Meet with parents, colleagues and external agencies, as required.
- Arrange and facilitate restorative meetings.
- Challenge and motivate pupils.
- Promote and reinforce self-esteem.
- Attend meetings, as required.
- Participate in professional development.
- Participate in the appraisal process.
- To complete covers in line with the school expectations when required.
- To complete duties in line with the schools duty rota

### **General:**

- To undertake any other duties commensurate with the post.

**PERSON SPECIFICATION**

<b>PERSON SPECIFICATION</b>		
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Assertive</li> <li>• Loyalty</li> <li>• Commitment</li> <li>• Flexibility</li> <li>• Team worker</li> </ul>	
<b>EDUCATION / TRAINING</b>	<ul style="list-style-type: none"> <li>• Grade C or above in GCSE English and Maths (or equivalent)</li> <li>• NVQ Level 3 qualification (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Restorative approaches</li> </ul>
<b>SPECIAL SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of KS3 and KS4 curriculum</li> <li>• Knowledge of how to support learning within a classroom environment</li> <li>• Knowledge of SEN and other barriers to learning</li> <li>• Knowledge and understanding of how to implement interventions and track and monitor progress</li> <li>• Work on own initiative and prioritise</li> <li>• Able to work alongside other professionals and parents</li> <li>• Able to maintain a calm and constructive approach</li> <li>• Good communication skills</li> <li>• Good I.T. skills</li> <li>• Relate positively to parents</li> </ul>	

Signed		Member of staff		Date	
Signed		Line Manager		Date	