



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.

General:

- To undertake any other duties commensurate with the post.

PERSON SPECIFICATION

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

Signed		Member of staff		Date	
Signed		Line Manager		Date	