

Job Description and Personnel Specification

Behaviour Mentor



Maximising Potential | [www.rowanlearningtrust.com](http://www.rowanlearningtrust.com/)

Reports to:

AHT Behaviour

Location:

Heys Road, Prestwich

Salary:

Grade 8

Hours:

37 hours per week, Term Time Only, plus 5 days

THE ROLE

* Managing the behavioural spaces where pupils are reflecting on their behaviour.

PURPOSE AND SCOPE

Manage challenging pupil behaviour.

* Development of an effective whole school Attitudes/Behaviours for learning and safety culture.
* Ensuring rigorous monitoring of whole school behaviour standards. Responsibilities
* To support and assist pupils in managing their behaviour and in achieving their social and behavioural targets both in and outside the classroom.
* To remain a constant present around the school building ensuring pupils are not out of lesson unless they have permission form staff.
* To assist pupils back into the classroom/ room move when they have regained management of their behaviour and self-regulated.
* To pick up pupils for detentions as and when required.
* To manage the pupils as they enter and leave school site ensuring they are compliant with the school rules.
* To ensure pupils conduct themselves in a safe and respectful way when moving around the school building.
* To ensure pupils transition between lessons and social quickly and calmly.
* To set a good example to pupils through own presentation and personal and professional conduct.
* To provide pastoral support to learners to ensure their overall health and wellbeing e.g., providing emotional support, encouragement and building self-esteem.
* To keep up to date with current developments in supporting students who face challenges in learning and social emotional development
* To actively participate in team training events/meetings and share good practice
* To guide pupils in a manner which will maximise their individual potential by adapting to their needs.
* To mentor individuals and small groups as directed by the HOKS and AHT. SCHOOL CULTURE
* Support the school’s values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
* Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
* To be active in issues of student welfare and support.
* To play a full and active part in the life of the School Community. COMMUNICATION
* To communicate effectively and constructively with the parents of pupils as appropriate and to follow up on these communications.
* Where appropriate, to communicate and cooperate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.

OTHER PROFESSIONAL REQUIREMENTS

* To take ownership of various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the whole school administration.
* Operate at all times within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
* Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* Undertake other various responsibilities as directed by the AHT behaviour and welfare
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher



Qualifications

* + Level 2 qualification in Maths and English at grade C or equivalent- Desirable
	+ A relevant Level 3 qualification- Desirable
	+ A relevant degree level qualification - Desirable
	+ Higher Level Teaching Assistant qualification-Desirable

Experience

* + Experience of working with young people- Essential
	+ Working within an educational environment- Desirbale
	+ Leading groups or teams- Desirable Skills, Ability, Knowledge
	+ General understanding of secondary education- Desirable
	+ A second language - Desirable
	+ Understanding of relevant policies/codes of practice and awareness
	+ of relevant legislation- Desirable
	+ Excellent organisational & administrative skills
	+ Excellent oral and written communication skills
	+ Able to build relationships with young people and adults
	+ Excellent ICT skills
	+ Accuracy and attention to detail
	+ Commitment to the safeguarding of children and young people.
	+ Understanding of National Curriculum- Desirable
	+ Understanding classroom roles and responsibilities and your own position within these- Desirable
	+ Understanding of how children learn- Desirable

Personal Qualities

* + Flexible and adaptable
	+ Ability to cope with stressful situations
	+ Able to use initiative
	+ Good team member
	+ Ability to set and maintain standards as a role model for students
	+ Willingness to participate in the wider life of the school
	+ A commitment to personal professional development



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY Company Number 8010464

**THE HEYS SCHOOL**

**JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD, PRESTWICH, MANCHESTER. M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** jobs@theheys.school

1. **POST APPLIED FOR**

|  |  |
| --- | --- |
| **Post Applied For:** |  |
| **School:** | The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ |
| **As advertised in:** |  | **On date:** |  |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAMES:** |  |
| **TITLE:****(Optional)** |  | **Date of Birth: (Optional)** |  |
| **ADDRESS** |  |
|  |
| **POSTCODE:** |  | **DfE NUMBER:** |  |
| **TELEPHONE NUMBER:** |  | **NATIONAL INSURANCE****NUMBER:** |  |
| **MOBILE NUMBER:** |  | **EMAIL ADRESS:** |  |

1. **CURRENT POST**

|  |  |
| --- | --- |
| **SCHOOL/SERVICE:** |  |
| **LOCAL EDUCATION AUTHORITY:** |  |

|  |  |
| --- | --- |
| **JOB TITLE:** |  |
| **DATE OF APPOINTMENT:** |  | **SALARY:** |  |
| **TLR/ Recruitment and Retention Allowance (please specify as****applicable)** |  |
| **MAIN DUTIES AND RESPONSIBILITIES** |
|  |
| **Reason for this application** |  |

1. **PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of school, type of school and number on roll** | **Dates of employment** | **Post(s) held indicating salary points / allowances** | **Reasons for leaving** |
| **From** | **To** |
|  |  |  |  |  |

1. **OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Dates** | **Employer** | **Grade/Salary** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |

1. **GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

1. **FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

1. **ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

1. **ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school?*(If yes, please state relationship)* | Yes No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?*(If yes, please give details)* | Yes No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?*(If yes, please give details)* | Yes No |
| Do you hold a current and valid driving licence?*(if yes, please state the category)* | Yes No |

|  |  |
| --- | --- |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

1. **Criminal convictions or cautions**

|  |
| --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. |
| Do you have any unspent criminal convictions, cautions or bind-overs?If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes No |

1. **REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |
| --- | --- |
| **REFEREE 1**Please provide name and address | **REFEREE 2**Please provide name and address |
|  |  |
| **TELEPHONE NUMBER:** |  | **TELEPHONE NUMBER:** |  |
| **EMAIL:** |  | **EMAIL:** |  |
| **Reference Type:**(Please circle) | Employer | Education | Character | **Reference Type:**(Please circle) | Employer | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. |

1. **FURTHER INFORMATION FOR CANDIDATES**
* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

1. **DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature: Date: