

Baston House School

JOB DESCRIPTION

Job Title:	Behaviour Mentor
Responsible to:	Pastoral Manager
Responsible for:	To be actively involved in the support and monitoring of students' behaviour
Job Type:	Permanent
Base:	Baston House, Baston Road, Bromley
Liaises with:	Other members of staff, carers and agencies relevant to the care of children and families.
Conditions of Service:	This post is subject to terms and conditions of the employment of Outcomes First Group and Baston House

Main Responsibilities:

To be actively involved in the support and monitoring of students' behaviour by:

- Assisting and managing the return of students back to the classroom.
- Implementing agreed strategies to manage and improve the behaviour of students in the school.
- Monitor and analyse the behaviour of students using the online behaviour management system.
 - Providing an on-call response to support teaching staff, when appropriate
- Liaising with teaching staff to support teaching and learning.
- Supporting students in following the rules of the school, helping to enforce school behaviour expectations.

To assist in the organisation of a rewards system for the school and the encouragement of student responsibilities.

To work with the Wellbeing Manager for Inclusion to develop and promote strategies to improve behaviour throughout the school.

To coach students about how to manage their emotions and feelings leading to better self-regulation and selfmanagement

These responsibilities may be carried out in some of the following ways:

- Working with parents.
- Assisting in the induction of new students.
- Supporting students and encouraging them to reflect and improve upon their behaviour.
- Being present in the corridors to react to and deal with students who have left their classroom.
- Undertaking CPD and further research as required to expand own knowledge and skills base.
- Attending meetings and other events associated with the school.
- Providing support to staff in managing student behaviour.
- Contributing to pastoral team meetings, assemblies, parent meetings through presentations and advice.
- Working one to one with students to address their behaviour issues and needs. • Willingness to complete reasonable tasks as requested by the Head teacher or line manager.

**ICT
responsibilities:**

- To use IT and computers in day-to-day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching.

General:

- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post-holder's manager.
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to children's mental health and education.

To be noted:

- *This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.*
- *This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.*
- *The post holder is expected to comply with all relevant OFG policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.*

Baston House School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS clearance, safeguarding checks and references.
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PERSON SPECIFICATION

Training & Qualifications	ESSENTIAL	DESIRABLE	HOW TESTED
	Educated to GCSE C/4 or above in English and Maths or equivalent.	Further post 18 study	Show certificates of qualifications at interview
Experience	Experience with children.	Experience or working with children and young people within education provision.	Application form.
		Experience of working with young people with challenging behaviour.	Assessed at interview and references.
Knowledge & Skills	Skills using computer databases and common programmes.	Knowledge of safeguarding and attendance legislation/good practice.	Application form.
	High standard of report writing.	An understanding of the needs and difficulties of young people with mental health problems or other areas of SEN.	Interview and references.
	Experience working in a challenging educational environment	An ability to use data to understand target setting and track student progress/apply appropriate intervention	
	Successful experience of working with students with social, emotional and behavioural challenges	Knowledge of SEN and impact on behaviour	
	Excellent communication skills		
	Ability to plan, prioritise, delegate, organise self and others; manage, monitor, evaluate and review one's own work and that of others		
	Ability to work on own initiative and in teams		
	Willingness to undertake and use where appropriate Physical Intervention training		

Other	An ability to interact effectively with staff from all disciplines and work hard as part of a team. Desire to “go the extra mile” in the best interests of children. Good sense of humour and to be able to place events in perspective.	Experience of working within an education system.	Application form, interview and document check.
	Ability to work independently, reliably and consistently with work agreed and managed at regular intervals. Ability to accept and use supervision appropriately and effectively. Willingness, when absolutely necessary, to use restrictive physical interventions. Ability to drive and willingness to drive pupils to and from provision / home etc in school vehicles. Own vehicle is essential due to the location of the school, no public transport is available. Good personal organisational skills.		

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