

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



# Behaviour for Learning Mentor

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Are you looking for a new challenge? Do you have a real passion for supporting young people to achieve more?*
- ❖ *We are a dynamic, supportive workplace situated in the heart of rural Cornwall approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.*
- ❖ *We particularly welcome applications from ex-Service personnel. Do have a conversation with us if you have recently left, are about to leave, or have left some time ago. (Please contact Christine Thomas, 01726 822485)*

## **About the Job**

- Starting salary £15,695 actual gross per annum
- Monday to Friday, 37 hours per week, term time only

As a Behaviour for Learning Mentor, you will work in a non-teaching capacity alongside school support staff and teaching staff. You will support young people, individually and in small groups, to improve their school performance, behaviour and attendance and develop life skills. Many of the target students will be vulnerable and will have emotional and/or challenging behavioural difficulties. Specialist training will be provided in areas such as: safeguarding, coaching and mentoring, Thrive approach, mental health first-aid, information, advice and guidance.

## **About the Team**

Brannel School is characterised by the positivity of our staff and the overwhelmingly happy and supportive atmosphere around the school. As a Behaviour for Learning Mentor, you will work as part of a small, hardworking and supportive team focused on inclusion and behaviour support. You will be based in our Ready-2-Learn room but will spend a significant amount of time out and about working closely with individual students and staff across the whole school.

## About You

We *really* want to hear from you if you are someone who:

- has self-discipline, a sense of purpose and is passionate about making a difference to the lives of young people;
- is assertive and resilient, able to react quickly and effectively to challenges whilst maintaining an optimistic attitude;
- has a non-judgemental approach and the ability to relate to young people and act as a role model;
- is able to build strong and trusting relationships with young people; and
- has the communication skills to liaise effectively with staff, parents and external agencies.

## About the School

Brannel School offers 850 places to students aged 11-16. We are situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.

Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

## We will offer you:

- An energising and supportive working environment with high expectations and standards.
- The opportunity to work with students who are just beginning to make life goals and who are enthusiastic to look beyond the confines of rural Cornwall.
- Colleagues who are reflective, committed professionals, who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- Opportunities for professional development which can lead to career progression.

## Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

## Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



# Job Description

<b>Job title:</b>	Behaviour for Learning Mentor
<b>Job purpose:</b>	To work with students whose behaviour and disaffection is having a significant impact upon their attainment. To improve individual student progress and achievement by helping to minimise barriers to learning and maximise student engagement.
<b>Reporting to:</b>	Line managed by the Lead Teacher for Inclusion and Behaviour Support. The job holder will work closely with the school's Deputy Headteachers, Heads of Year and Inclusion Team.
<b>Location:</b>	Brannel School
<b>Salary grade:</b>	F Grade
<b>Hours:</b>	37 hours per week, <b>term-time only</b> plus 3 Inset days

## Main duties

- ❖ In conjunction with other key staff, to assess and provide support to targeted students to enable them to overcome barriers to learning and engage with school. This will involve 1:1 mentoring or small group intervention work e.g. Thrive.
- ❖ To promote positive Behaviour for Learning across the school. This will involve supporting the Inclusion and Behaviour Support team, Heads of Year, Heads of Department and Teachers to deal promptly with behaviour incidents in line with school policies.
- ❖ To investigate reported behaviour incidents, in conjunction with other key staff. This will involve contacting the parents of individual students as part of effective lines of communication between school and home.
- ❖ To supervise and monitor students, on rotation with other team members. This will involve taking part in 'On Call' provision around the school, supervising the Ready-2-Learn room, running after school detentions, and general supervision duties during break and lunchtimes.
- ❖ To organise and lead a range of opportunities for underachieving, disaffected and vulnerable students which focus on raising aspirations, promoting ambition, re-engagement in learning, and improving their academic progress. This will involve developing links to extended services and activities providers.

- ❖ To provide information, reports, and analysis on student behaviour with a special focus on micro-cohorts. This will involve managing student data and confidential information obtained from the school SIM and CPOMs system.

### **General responsibilities applicable to all staff**

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### **Special conditions of employment**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

**Note**

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

# Person Specification

Selection Criteria	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> <li>• A good standard of education with GCSEs of at least grade 4/grade C in English and maths.</li> <li>• Able to use a range of standard ICT applications effectively, as required e.g. Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in the management of challenging behaviour, or similar.</li> <li>• Thrive practitioner accreditation.</li> <li>• Professional qualifications or training in areas such as children’s social behaviour training and management, psychology, education, guidance, or youth or social work.</li> </ul>	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> <li>• High level of emotional intelligence and ability to motivate others.</li> <li>• Excellent understanding of how to support social, emotional, and development needs.</li> <li>• Relevant experience of dealing with difficult and challenging behaviour.</li> <li>• Ability to undertake effective development planning, report writing and record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of guidance and requirements around safeguarding children – or willingness to undertake training.</li> <li>• Relevant experience of working with children and young people.</li> <li>• Experience of delivering restorative and solution-focused approaches.</li> </ul>	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• A high level of mental and emotional resilience.</li> <li>• A high level of patience and empathy, particularly with children and young people.</li> <li>• The confidence to deal with a range of potentially volatile situations.</li> <li>• An innovative approach and eagerness to constantly improve e.g. looks at existing problems in a new light, challenges stereotypes and explores new ideas and strategies to support young people.</li> <li>• Adaptability and willingness to assist with other aspects of school life.</li> </ul>		Application Form/ Interview
Additional requirements	<ul style="list-style-type: none"> <li>• Demonstrates understanding of, and enthusiasm for, working in a busy school environment.</li> <li>• Understands and respects the need for absolute confidentiality.</li> <li>• Willingness to continue to learn, develop and train.</li> <li>• Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School.</li> <li>• Commitment to safeguarding, wellbeing and equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake some driving in role e.g. minibus.</li> </ul>	Application Form/ Interview