

ARNOLD ACADEMY

JOB DESCRIPTION

POST: Learning and Behaviour Support Mentor

PAY SCALE: Level 3A (Points 5–7)

NAME:

HOURS: 37 hours per week

RESPONSIBLE TO: Assistant Headteacher (Pastoral)

GENERAL DUTIES:

To provide a professional and confidential mentoring and support service to pupils in order to promote emotional health and well-being and to enable young people to develop a resilience to help them cope with any difficulties they face and achieve more effective learning.

Main Areas of Responsibility:

1. To devise, implement and evaluate specialised programmes of work to encourage and promote a pupil's social emotional and behavioural development.
2. Monitor students' progress before, during and after intervention to measure the impact of the intervention strategy on progress; include student evaluations.
3. Identifying, in association with school staff, pupils who would benefit from mentoring.
4. To plan and facilitate structured games and activities, to support pupils to make appropriate use of lunch and unstructured times.
5. To work closely with the AHT (Pastoral) to support the behaviour protocols and agreed policy of the school. Manage a caseload under the guidance and supervision of the AHT.
6. To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress.
7. Maintain case records on each session, in a secure place in accordance with the school's safeguarding and confidentiality procedures.
8. Contribute to a termly report for governors by providing relevant data on the support service provided to the Lead Learning Mentor.
9. Organise lunchtime activities to support pupils who have difficulties at social times.
10. Train and run our Peer Mentoring scheme (Active Listeners).
11. Design and run Anger Management, Self-Esteem and other relevant workshops according to the needs of the pupils and school.
12. To work collaboratively with the special needs department with Identified SEN pupils.
13. Attend line management, team meetings and training as required.
14. To provide follow up support and strategies for teaching staff once a pupil has returned to mainstream lessons following removal, where possible supporting the pupil in 'hot spot' lessons.
15. Build strong relations with pupils, parents and partner schools and support the transition programme for vulnerable pupils.
16. Make recommendations for referrals to outside agencies to line manager as required.
17. To keep up-to-date and informed about recent developments relevant to the role and to participate in annual professional development opportunities and training.
18. To contribute to meetings with parents and external agencies either verbally or in writing.
19. To maintain absolute confidentiality in all school related matters and to prevent the disclosure of information on sensitive issues.
20. To continually promote and support the ethos and principles of the Academy and to avoid any action that may be prejudicial or detrimental to the interests of the academy.
21. To undertake any other duties of a similar level of responsibility as may be required and directed by the line manager.