

## Honiton Community College



### JOB DESCRIPTION

<b>JOB TITLE:</b>	Positive Behaviour and Learning Mentor – Years 7 – 13.
<b>RESPONSIBLE TO:</b>	Vice Principal - Pastoral
<b>GRADE:</b>	NJC Grade D
<b>HOURS:</b>	Full time – 32.5 hours per week (6.5 hours per day, 8.15-3.15, 30 minutes break) 38 weeks per year.

#### **ROLE:**

To effectively use a “relational”, “attachment based” approach to build relationships with identified students with the aim of securing their engagement in school and lessons.  
To ensure all duties and responsibilities are implemented in an effective, efficient, accurate, accountable manner.

#### **THE DUTIES OF THE POSITIVE BEHAVIOUR MENTOR:**

##### **Specific Responsibilities**

- To build positive relationships, based on an a “relational” approach, with identified students to help them engage in school.
- To engage in numerous, daily pastoral conversations with identified students to support them to “take their place as a learner” in lessons.
- When necessary, to support students to complete learning tasks to maintain their engagement in lessons.
- To be “on call” during the day to support students who are dysregulated.
- To assist in the integration of students entering school or returning to school after an extended absence.
- Developing mentoring relationships with identified students; extracting pupils, if appropriate, from different lessons, liaising with teaching staff, working with students in a child centred, trusted and ethical manner.
- To liaise with the Pastoral team to identify and deliver the appropriate support for the students.
- To represent the college and lead where necessary at TAF (Team Around the Family) meetings for identified students.
- To attend the weekly “Summit meeting” to share information and offer guidance on appropriate interventions for the identified students.
- To act as a supportive “student advocate” for the identified students.
- To record any necessary information and interventions on the college’s information systems, eg CPOMS, Class Charts.
- To engender the support of parents through regular, positive contact.
- To liaise with students, staff, parents and external agencies to enable the appropriate support for students.
- To support the “Reflection Room” process by supervising during busy periods.

- To do all that is reasonable and possible to safeguard and promote the welfare of students in the College and attending relevant safeguarding training to Level 3 where possible.

#### **General**

- Supporting the aims of the College.
- Support the College in its drive to raise standards for all students.
- To support the enhancement and operation of the learning environment of the College.
- To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
- Attend relevant staff development (internally and externally) and apply the knowledge in the workplace.
- Ensure a high level of courtesy and care at all times.
- Participate in Performance Management and Professional Development opportunities as required.
- Value diversity and promote equal opportunities.
- Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
- Carry out any other duties commensurate with the post.
- To support other staff by covering duties if they are absent from work.
- All information in relation to the College should be treated with discretion and strict confidentiality at all times
- Maintain an orderly working environment.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified above.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.