

## **Job Description: Engagement and Learning Mentor**

**Reports to:** Pastoral Manager  
**Hours:** 17.5 hours per week, term time only

### **The Role**

To support the Pastoral Manager, the Inclusion Team, and the wider school community, by taking responsibility for the engagement and learning of pupils identified as having needs centred on social, emotional, mental health and behavioural needs.

To support the Pastoral Manager by proactively dealing with behavioural issues as they present themselves in the school day, to reduce the number of reactionary situations.

### **Key Responsibilities**

- To support staff across the school in dealing with behaviour incidents that disrupt or prevent learning
- To work with children on an individual or small group basis in and out of class as directed by the Pastoral Manager to support their engagement with learning
- To support staff with sanctions, including lunchtime detentions
- To maintain and develop the Outdoor Learning programme
- To monitor and follow up card incidents, including parental contact and strategy meetings
- To work with the Pastoral Manager to produce Individual Behaviour Plans and Behaviour Contracts, and monitor their use and effectiveness
- To carry out other responsibilities as directed by the Pastoral Manager in respect of the main purpose of the job role

### **Outcomes and Activities**

- To analyse and provide feedback on behaviour data to the Pastoral Manager
- To utilise the behaviour data to forward plan for behaviour and SEMH provision as part of the overall support package from the Inclusion Team
- To follow up pupil issues as directed by the Pastoral Manager such as bullying investigations, restorative work, taking pupil statements and mediation work
- To research and share up to date behavioural information and advice with the Inclusion Team
- To develop and monitor the impact of pupil specific engagement activities
- To facilitate nurture activities as directed by the Pastoral Manager including, with appropriate training, self-esteem, anger management and social skills work
- To develop whole school and pupil group anti-bullying strategies and awareness work
- To research and implement Alternative Curriculum provision in liaison with the Pastoral Manager
- To provide coaching and peer support to staff members as directed by the Pastoral Manager to develop behaviour management strategies

### **Other**

- Undertake other various responsibilities as directed by the Head of School.

## **Person Specification: Engagement & Learning Mentor**

### **Qualification Criteria**

- Certified teaching assistant course or training (desirable)
- Maths and English GCSE or equivalent at grade C or above (essential)
- Right to work in UK.

### **Experience**

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of the role of a TA/LSA and in particular behaviour management
- Experience of supporting the planning and delivery of the curriculum for individual pupils

### **Behaviours**

#### **Personal characteristics**

- Genuine passion and a belief in the potential of every pupil
- Resilience in the face of challenging situations
- Ability to remain calm during difficult situations
- Helpful, positive, and caring nature – particularly understanding around challenging behaviour
- Able to communicate effectively with colleagues and professionals
- Able to follow instructions accurately but make good judgments and lead when required.

#### **Specific skills**

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to work one to one with children with social, emotional and behavioural needs
- Able to understand and implement particular strategies and methods to help pupils to improve their behaviour, self-confidence and engagement in school
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Understands the importance of confidentiality and discretion.

#### **Other desirable training and skills**

- First Aid training
- Training and practice in behaviour management strategies or the Thrive approach

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*