



Innovate | Focus | Achieve

## JOB DESCRIPTION

### Positive Behaviour Support Mentor - ASPIRE

#### Band 5 SCP 12 (Pro Rata)

##### Purpose of the job:

The Primary focus of the post will be to work under the professional direction of the Inclusion Manager as part of the professional team to support learning activities for students. Within an agreed system of supervision, the Aspire Mentor will deliver nationally recognised Courses / subjects set by or with Teachers and/or support students 1 to 1 or in small groups in a range of settings. The post holder will be expected to progress students' learning and to assess, record and report on development, progress and attainment as agreed with the Inclusion Manager.

##### Principal Accountabilities

- Organise and manage an appropriate learning environment, to support teaching and learning objectives to ensure student progress and development.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to subject teachers where applicable.
- Support the role of parents in students' learning and lead meetings with parents to provide constructive feedback on students' progress to ensure students achieve their best results.
- Use detailed knowledge and specialist skills to support students' learning, establishing productive working relationships, promoting inclusion and working to support students consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all students.
- Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- Contribute to the overall work/aims of the school and, in liaison with the Inclusion Manager, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of students.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Where applicable Aspire Mentors should manage and maintain positive relationships with identified mentee's and their parents or Carers.
- Provide weekly feedback through reports to Inclusion Manager, to include attendance, attitude, achievement and any issues that have arisen.

##### Scope for Impact

Aspire Mentors in school make a strong contribution to students' learning and achievement. Their knowledge and experience enable them to take overall responsibility for supporting students' learning. Aspire Mentors contribute to students' learning and will have a significant impact on students' achievement.

**Job Context:**

Aspire Mentors will be expected to work effectively with individual students and small groups and they will contribute to, and need to demonstrate skills in, monitoring, assessment and student management. Aspire Mentors would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have excellent communications skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required. Aspire Mentors will be expected to carry out any other duties required which is within the scope of this post.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## PERSON SPECIFICATION

### Positive Behaviour Support Mentor - ASPIRE

We shall be looking for applicants who can fulfil the following criteria:

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Educational Attainment	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent qualification or experience in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/development</li> <li>First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application letter</li> <li>Certificates</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Substantial experience of working in an educational support role to students</li> <li>Experience of lesson planning</li> <li>Experience of assessing student work</li> <li>Experiencing of delivering GCSE subjects to small cohorts of students</li> <li>Experience of working with or caring for children of a relevant age</li> <li>Experience of working with Children with Special Needs</li> <li>Is confident working 1 to 1 with students in different environments</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Use of other technology equipment – PC, video, photocopier etc.</li> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Understanding of national/foundation stage curriculum and other basic learning programmes/ strategies</li> <li>Understanding of child development and learning</li> <li>Able to self-evaluate learning needs and actively seek learning opportunities</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills</li> <li>• Training in the relevant learning strategies e.g. literacy</li> <li>• Current Driving Licence</li> </ul>		
Disposition	<ul style="list-style-type: none"> <li>• Able to work constructively as part of a team</li> <li>• Able to relate well to children and adults</li> <li>• Committed to the principals of equality and diversity</li> <li>• Flexible approach to work</li> <li>• Able to drive/support (part of school transport service)</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
Safeguarding	The post holder will require an enhanced DBS		DBS Check