

Behaviour for Learning Mentor



RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust



Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah
Headteacher



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Job Description

Post:	Behaviour for Learning (BfL) Mentor
Overview:	The primary focus of the role is to maintain good order and to keep pupils on task in lessons and at social times; working collaboratively with teachers to establish and maintain a positive climate for learning for all pupils, and supporting them in making progress in all subjects.
Salary:	Scale 4 / 5 (SCP 7 – 17)
Contract:	Permanent, Term Time only – plus five days, 32.5 hours per week
Responsible to:	Pastoral Leads / Pastoral Manager

Key Duties and Responsibilities

- To support the delivery of learning, participating in planning and implementation of programmes of study and record keeping.
- To support pupils, recognising and responding to their individual needs, encouraging them to interact and work co-operatively with others, providing feedback in relation to progress and achievement.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.
- To support in identifying and promoting positive behavioural change in pupils experiencing SEMH issues.
- To establish positive working relationships with pupils, acting as a role model.
- To provide information and advice to enable pupils to make choices about their learning, behaviour and attendance, challenging and motivating pupils, and promoting and reinforcing self-esteem.
- To regularly liaise with parents / carers, sensitively and effectively.
- To build supportive relationships with parents and other schools and agencies to promote effective working relationships.
- To assist teachers in the production of Pupil Focus Reports, Behaviour Management Plans, SEMH assessments, and individual case studies.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To develop an increased knowledge base and relevant expertise through CPD, attendance on accredited courses and self-study.
- To support the effective use of ICT in learning activities.



Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Post: Behaviour for Learning (BfL) Mentor

Post Grade: Scale 4 / 5 (SCP 7 – 17)

	Criteria – Essential (E) / Desirable (D)	How Identified
Experience	<p>Experience of working in an effective team. (E)</p> <p>Experience of working with or caring for children of relevant age, e.g., voluntary organisation or parental / caring responsibilities. (D)</p> <p>Experience of working with Primary and Secondary aged pupils with special needs including emotional and behavioural difficulties. (D)</p> <p>Experience of working with parents, schools and support agencies. (D)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Knowledge & Skills	<p>Ability to relate well to pupils and adults, and an ability to work as part of a team. (E)</p> <p>Ability to remain calm under pressure. (E)</p> <p>Demonstrate good co-operative, interpersonal and effective listening skills. (E)</p> <p>Maintain confidentiality in matters relating to the Academy. (E)</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who have emotional / behavioural / physical difficulties. (E)</p> <p>Exercising advisory, guiding, negotiating and persuasive skills at a developed level. (E)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	<p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D)</p> <p>Awareness of safeguarding issues. (E)</p> <p>Awareness of child development. (D)</p> <p>Good communication skills. (E)</p> <p>Good numeracy / literacy skills. (E)</p> <p>Basic ICT skills. (E)</p>	
Qualifications / Training	<p>GCSE English and Maths or equivalent e.g., Adult Literacy / Numeracy at Level 1. (E)</p> <p>Other relevant qualifications relating to the post e.g., Level 2 NVQ in Health / Childcare, first aid qualification. (D)</p> <p>Evidence of further training / development and / or willingness to participate in further training and development opportunities e.g., Team Teach, Moving & Handling, Special Educational Needs. (D)</p> <p>A full driving licence. (D)</p>	Application Form



Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.

CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,
Mick Kay, Chief Executive Officer & Accounting Officer



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Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported, e.g. Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

www.i-mat.org.uk/working-for-us/

How To Apply

Please download and complete the application form online and send it to the HR team at

hr@i-mat.org.uk.