



## Job Description

# Recovery Mentor

<b>Job purpose:</b>	To support the general improvement of behaviour climate in school by working with individuals who engage in low-level disruption to improve their behaviour to acceptable levels.		
<b>Reporting to:</b>	Deputy Headteacher, Pastoral Care and Student Wellbeing		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	PGO team, Pastoral Manager team, Deputy Headteacher, Pastoral Care and Student Wellbeing		
<b>Working pattern:</b>	Monday to Friday, term time only		
<b>Working hours:</b>	8.00 am – 4pm, Monday to Friday. 30 minutes for lunch		
<b>Contract:</b>	Temporary for 12 months		
<b>Base:</b>	Bedford High School		
<b>Grade of post:</b>	G5 pro rata	<b>Gauge ref:</b>	
<b>Disclosure level:</b>	Enhanced		
<b>Date:</b>	June 2021		
<b>Conditions/Disclosure level:</b>	Post offer is conditional subject to an enhanced disclosure, medical, relevant qualification certificates and references satisfactory to the school		

### Job Outline

- To liaise with the PGO in each year group, daily
- Engage in a caseload of students at risk of exclusion due to antisocial behaviour. The profile of the students they take would be low level, not BIP-level, but those it is felt would respond to short term support.
- Use of the Level Best system to mentor.
- To support with restorative work to students in Inclusion where appropriate
- Support the PGO/SLT in collecting students for detention where needed
- Caseload meetings once per day if possible, with praise being given to improvements and liaison with DHT regarding inclusion if no improvements made
- General supply teaching (up to 8 hours per week, but flexible upon agreement with BMO) if needed
- Support with gate duties (AM) where needed and be a presence at bus duty each day
- Cover duties as appropriate and through BMO (eg PGO dealing with a safeguarding incident)

- Relaunch and oversee the school's 'Equality Group'.

**Routines:**

- Working hours 8am-4pm, with 30 minutes for lunch, taken when available
- Weekly meeting with BMO to discuss caseload and follow-up
- Attend PGO briefing once every two weeks (alternate Monday's, 2.50pm)
- To be based in L06A and L06B offices

**Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

**Health and Safety**

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification / Selection Criteria

### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age in a learning environment with social, emotional and behavioural difficulties	E		A, I, R,
Experience of new technologies and ICT to support learning	E		A, I, R, T
Experience of supervising other staff		D	A,

### B. Training and Qualifications

	Essential	Desirable	Source
Relevant Level 3 qualification	E		A, I
Training in the relevant strategies or a willingness to undertake such training	E		I
3 x GCSE C or above in Maths and English or equivalent qualification	E		A, I
Willingness to undertake basic first aid course		D	A
Willingness to participate in development and training opportunities	E		
Full Driving Licence in order to coordinate and drive the school mini bus to make daily home visits as and when appropriate	E		

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Good understanding of the relevant policies/codes of practice and relevant legislation	E		A, I
Knowledge the national/foundation stage curriculum and other relevant learning programmes/strategies	E		A, I

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Understanding of child development and learning processes	E		A, I
Understanding of statutory frameworks relating to teaching	E		A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	E		A, I
Knowledge of physical, intellectual, emotional and social development of children (PIES)	E		A, I

#### **D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to use a range of strategies deal with whole classroom and individual behaviour	E		A, I
Ability to support and motivate other team members		D	A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to organise self and others	E		A, I
Ability to deal with minor injuries		D	A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

**E. Legal Issues**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I