



Learning Mentor 'Academic Remove'

The role:

This new role will be key to supporting the consistent implementation of the behaviour system across the school. Training will be provided for the successful candidate where needs are identified.

The role will assist the reduction of the number of fixed term suspensions by providing the capacity to facilitate timetabled lessons in a school environment whilst a pupil is 'removed' from their mainstream classroom by way of a sanction. The main priority for those pupils whose conduct falls below the expected standards is to ensure that they understand that there are consequences for their actions. This needs to be reinforced whilst ensuring both access to and continuity of the curriculum. We seek to reduce missed education and therefore avoid the creation of gaps in their learning.

The role sits within a team of other colleagues in school who all seek to ensure the highest standards of conduct, learning and achievement. The postholder will be responsible for working alongside the Pastoral Team in creating strong working relationships with parents and pupils alike.

Employment details

HARRYTOWN CATHOLIC HIGH SCHOOL Job description

Job title:	Learning Mentor (Academic Remove)
Reports to:	Assistant Headteacher (Behaviour)
Hours of work:	37 hours per week / Term Time plus 2 weeks
Salary Scale:	NJC Scale 4 - Points 7-11

Main duties/responsibilities

General
To supervise pupils working in the Academic Remove Room
To co-ordinate the provision of work for individual pupils by contacting staff in advance for work
To notify the bulletin daily of pupils who will be working in the Academic Remove Room each day
To inform Parents/Carers of the sanction using the standard letter for the Academic Remove Room
To supervise the Academic Remove Room at break 1 or 2
To liaise with the Assistant Headteacher (Behaviour) to identify the pupils who will be working in the Academic Remove Room



To monitor and resolve 'smooth wall' communications issues (pupils' appropriate use of technology)

To return completed work to staff members at the end of the day

Mentoring for identified pupils at the start of the school day to ensure they are prepared and ready to learn, including a structured programme of support and monitoring

To promote and maintain the high standards of behaviour expected in the Academic Remove Room

Supporting staff – this role is part of a team which will collaborate on the following

Attend staff meetings and participate in staff training as required

School procedures

Ensure consistent compliance of policies and procedures relating to safeguarding and child protection, health and safety, confidentiality and data protection throughout the school

Support and help develop and implement effective behaviour strategies across the school, including reward and discipline systems

Ensure all behavioural events, both positive and negative, are recorded on the school's management information system

Contribute to identifying pupils who require support to prevent behaviour escalating

Identify and report safeguarding and child protection concerns following the procedure outlined in the school's Child Protection and Safeguarding Policy

Pupil wellbeing

Raise any concerns regarding pupils' behaviour with the relevant Head of Year/Pastoral Manager

Continuously motivate and challenge pupils to work with a positive Behaviour for Learning whilst in the Academic Remove Room

Establish constructive relationships with pupils, parents and colleagues

Assessments and referral

Provide information from your observations, when necessary, if further referrals for outside agencies are deemed necessary

Monitoring and review

To provide half termly analysis of the Academic Remove Room attendance and the reason for referral, including the various target groups of SEND, PP, FSM and Non PP