



**Behaviour and EAL Academic Support Mentor**  
**Grade F: Point 7 -10**  
**FTE £20,092 - £21,322 (£16,912 - £17,948 pro rata)**  
**39 hours per week / 38 weeks per year**

### Core Purpose

To have a profound and positive impact on the climate for learning through instilling high expectations of behaviour and attitudes adhering to Policy and Procedures.  
 To provide evidence-based support for the needs of EAL and New to English students, so that they can all access the full curriculum with confidence and make rapid progress from entry points.  
 To provide support that significantly enhances the personal development of students  
 To act as a visible, reliable and integral part of the team who makes a positive difference to students and staff  
 To demonstrate a passion for learning and professional development

### Qualities, Qualifications, Knowledge and Skills

- Ofqual recognised TEFL qualification
- Calm, organised and efficient
- Excellent communication skills with students from Years 7 to 11, parents and staff.
- Work constructively and effectively as part of a team
- Role model's exemplary behaviour and attitudes
- Supports staff to work confidently by providing them with timely information about the behaviour and academic progress of the students in their classes
- Full working knowledge of relevant policies including Behaviour, Anti-bullying, Safeguarding and Child Protection, Teaching and Learning and curriculum.
- Act with integrity, maintaining confidentiality at all times
- Ability to relate well to children of all ages, their families and professionals

### Responsibilities and tasks

- Planning, resourcing and teaching intervention groups for students with EAL.
- Teach a Survival English Group for new arrivals.
- To set up and teach Key Stage 4 ESOL when applicable.
- To make resources to encourage active learning.
- Run an EAL homework club after school.
- To share knowledge about students' abilities and needs in English and to encourage teaching staff to use this knowledge effectively in planning, teaching and student grouping.
- Supporting mainstream teachers across the curriculum in delivering lessons that enhance the cognitive academic language proficiency of advanced EAL students and provide a strong focus on language acquisition where necessary.
- Providing EAL support to mainstream colleagues teaching EAL students to ensure they are engaging with the subject content and making good progress.
- Liaising with teachers and other senior managers to ensure that the needs of EAL students are being met within the curriculum.
- Deliver training to individual teachers, departments and whole school when necessary.
- Keep up-to-date and be aware of developments in EAL practice.
- Create a directory of resources, activities, organizations and support services which can be drawn upon by staff/parents to support children identified.
- Attend and participate in multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific pupils.
- Undertake a range of administrative duties relevant to the post.
- Participate as required in relevant training.
- Any other duties relevant to the work of the post holder as requested by the Principal.

**Student support**

- Supervise the activities of students to ensure their safety and facilitate their personal development
- To mentor, support and/or coach identified groups of students
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs
- To plan and lead sessions surrounding social and emotional literacy support
- Deploy specialist skills to foster the social, emotional and mental health development of students.
- To monitor the achievement of allocated students across the curriculum
- To construct, monitor and review individual action plans for students
- Ensure all relevant parties are consulted and informed about student progress, including parents

**Climate and culture**

- To maintain a positive climate for learning for students
- To contribute to and lead the management of social time for students as part of the Duty Team
- To develop alternative pathways to support students who are at risk of exclusion
- To support teaching staff so that they are able to focus upon the core business of raising achievement
- Act as a source of support, advice and expertise for staff
- Encourage a culture of listening to children and taking account of their wishes and feelings
- Liaise with subject teachers to share strategies for supporting underachieving students
- Providing support to form tutors and empowering them with information to support all students
- To undertake relevant safeguarding training and implement procedures professionally and with attention to factual detail
- To complete relevant referrals to external agencies, as required

**Generic Responsibilities:**

- To undertake any reasonable duties as requested by the Line Manager

**Line Manager:**

Assistant Headteacher Pastoral and Lead on English

## Behaviour and EAL Academic Support Mentor person specification

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable
<b>Qualifications and knowledge</b>	<p>Knowledge of the core areas of Special Educational Needs and Disabilities</p> <p>Knowledge of the most common barriers to education that young people face</p> <p>Knowledge of effective strategies for supporting young people so that they can access the curriculum</p> <p>Completed a Ofqual accredited TEFL qualification</p> <p>Knowledge of resources available to support language acquisition</p>	<p>Knowledge of 'Thrive' or other similar therapeutic interventions</p> <p>Knowledge of progress and attainment measures in a secondary school setting</p> <p>Knowledge of safeguarding at Designated Safeguarding Lead level</p>
<b>Skills</b>	<p>Calm, presence, and the ability to deescalate heightened emotions</p> <p>Excellent interpersonal skills</p> <p>Positive communication with students, staff and parents</p> <p>ICT literacy</p> <p>Able to use assessments effectively to base line students on admission and keep evidence-based records of progress made.</p>	<p>Written communication skills including report writing and presentations</p> <p>Highly functional ICT skills including the use of Microsoft Excel</p>
<b>Experience</b>	<p>Experience of working with young people in an educational setting</p> <p>Successful experience working with children with EAL/New to English.</p>	<p>Experience of working with young people in a secondary educational setting and/or working within SEND provision</p> <p>Successful, impactful experience within a similar role</p> <p>Experience of working with parents and other stakeholder to support</p>

<b>Personal attributes</b>	<p>Have high expectations of behaviour and conduct</p> <p>Adaptable</p> <p>A respect for other cultures and beliefs, an interest in promoting global citizenship</p> <p>Team player</p> <p>Confident disposition and will be able to build good working relationships with students and parents</p> <p>Commitment to professional learning</p> <p>Calm under pressure</p> <p>Commitment to building positive relationships</p> <p>Proactive and resilient</p>	
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