

# Job Description and Person Specification



## Positive Behaviour Mentor (Foundation Learning)

<b>Salary:</b>	<b>£26,195 - £27,802pa inclusive</b>
<b>Hours:</b>	<b>36 hours per week for 38 weeks per annum</b>
<b>Leave:</b>	<b>This is a term time only appointment. There is no entitlement to annual leave whilst the college is in session.</b>
<b>Reports to:</b>	<b>CQTM for Performing and Production Arts and Foundation Learning</b>
<b>Location:</b>	<b>This post will initially be based at Main Campus, Isleworth however, you may be required to undertake work at the Skills Centre, Feltham</b>

A compassionate and dedicated Positive Behaviour Mentor to be part of the Foundation Learning team.

This role is focused on supporting young people with Special Educational Needs and Disabilities (SEND) many of whom have previously struggled to engage with education. This includes providing training for teachers across the college provision understand how to make adaptions to promote positive student behaviour and remove barriers to learning.

The mentor will play a vital role in helping students build confidence, develop resilience, and re-engage with learning in a supportive environment.

The main duties and responsibilities are to:

1. Provide various kinds of training sessions for teachers across the college provision about making adaptions to promote positive student behaviour.
2. Liaise closely with the college Inclusion team and local authority SEND teams.
3. Individual mentoring: Provide one-to-one and small group support to students with SEND, focusing on positive behaviour strategies and emotional regulation.
4. Establish trusting, respectful relationships with students to encourage engagement and participation in college life.
5. Behaviour support: Implement and model positive behaviour interventions, supporting students to manage challenges and develop coping strategies.
6. Work closely with teaching staff, support teams, and external agencies to ensure a holistic approach to student wellbeing and progress.
7. Progress monitoring: Track and record student progress, providing feedback to staff and contributing to individual support plans.
8. Promote safeguarding, inclusion, and equality of opportunity, ensuring all students feel valued and supported
9. To work in partnership with staff to secure positive family support and involvement by maintaining regular contact with outside agencies/families / carers of all students currently on the programme

**Specific duties:**

1. To respond effectively to any social, emotional, mental health incidents involving students.

**Core duties:**

1. To maintain an accurate account of behaviour incidents and to use this information to inform the development of proactive intervention strategies / action plans for sustainable improvement.
2. To liaise with all relevant staff in the management of internally excluded students
3. To work in partnership with the Managers to develop effective strategies to remove barriers to learning and increase attendance
4. To develop knowledge and appreciation of the range of programmes, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for “at risk” pupils.
5. Promote a positive image of the college in all contacts with students, employers and professional bodies.
6. Adhere and comply with the college financial regulations.
7. Carry out any other reasonably comparable duties that may be required from time to time.
8. Undertake additional duties at enrolment times as required, including occasional evening work.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

- Previous work with young people with SEND needs, ideally in an educational or youth work setting.
- To possess English and maths qualifications at GCSE grade 4 or equivalent
- A relevant qualification such as the Level 3 Supporting Teaching and Learning in Schools or Level 3 in Youth Work or Level 3 Social Work, or equivalent.
- Understanding of behaviour management strategies, emotional regulation techniques, and barriers to learning.
- Strong communication, empathy, and problem-solving skills; ability to de-escalate challenging situations calmly.
- Passion for supporting young people to achieve their potential and re-engage with education.
- Proven track record of successfully working with disaffected young people
- An ability to communicate effectively with students, parents and multi agencies
- An ability to work autonomously and as part of a team
- Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality, safeguarding and sharing information
- A clear understanding of the factors which lead to educational disaffection in young people
- The ability to find creative and imaginative solutions to problems/issues
- The ability to produce detailed, concise evaluative reports of the programme
- Knowledge and understanding of strategies to remove barriers to learning in young people
- Knowledge of the range of additional support/agencies available for students
- Possess a Literacy and Numeracy qualification at Level 2
- Be willing to undertake training and development as required within the role.

- Possess appropriate IT skills relevant to the post, or be willing to undertake training.
- Have an awareness and understanding of equal opportunities.
- Have an awareness and understanding of safeguarding and prevent

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date:** 2 March 2026  
**Reference No:** 3INC034  
**Interview date:** TBC

# Conditions of Service

**Contract:**

Permanent  
Term time only

**Salary:**

£26,195 - £27,802pa inclusive

Please note the salary range for this post is points 29-31 on the Support Staff scales.

Progression up the incremental pay scale is automatic and awarded on 1 April annually.

New entrants are placed on point 29

**Pension:**

Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

**Annual Leave:**

This is a term time only appointment working 38 weeks per year. You are therefore required to be at College when it is in session. All holidays therefore should be taken during the College vacation.

**Hours:**

36 hours per week for 38 weeks per annum

**Probation:**

Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

**Disclosure**

The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.