



Positive Behaviour Mentor Candidate Pack



A **Beyond** ACADEMY
SCHOOLS TRUST

The Robert Napier School, Third Avenue, Gillingham, Medway, ME7 2LX
+44(0)1634 851157 | trns@robertnapier.org.uk | Headteacher: Mr Steven Quenby

Introductory message from Steve Quenby, Head Teacher

Thank you for the interest you have shown in the role of Positive Behaviour Mentor at The Robert Napier School.

We are seeking an enthusiastic Positive Behaviour Mentor to work, and to support the work of the Assistant Headteacher and House Managers' in managing the behavioural difficulties and pastoral needs of individual and groups of students. They will provide a patrol facility throughout the school day to teachers and support staff for students who are outside of lessons or who are disrupting lessons and are not following the school's relocation system.

The successful candidate will need to be able to relate well to people, have a positive personality and good sense of humour.

Having undergone a period of rigorous review and significant changes to the teaching and learning strategies, quality assurance processes and curriculum, the school is establishing its presence as one of the leading schools within the Trust.

I hope you find this applicant pack informative. If you have any further enquiries, please don't hesitate to contact me here at the school, using the contact details at the start of this pack. I would welcome you to see the school in action, or alternatively I would be happy to talk with you over the phone, Teams or Zoom. I look forward to receiving your application.

Steve Quenby
Head Teacher



About The Robert Napier School



Built upon the school motto of Learn, Believe, Achieve, we look to engender the school values of respect, trust, perseverance, resilience, fairness, and courage in all of our students, ensuring they are ready to contribute to their community when they leave us at the end of their studies. All staff are central to ensuring students have the right attitude towards their own learning and success, taking advantage of all of the opportunities afforded by the school and leave the school at the end of their studies, ready to contribute to the local community.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with the Robert Napier School, the Trust is made up of Fort Pitt Grammar School for Girls, The Thomas Aveling School, Balfour Junior School and Phoenix Primary School. All of the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach all of which is aimed to ease your transition into the school.

Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust’s vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students’ and employees’ needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.

We will work tirelessly to support them to reach their potential.

Job Description – Positive Behaviour Mentor

Reporting to:	Assistant Headteacher & House Manager's
Salary:	Trust Scale 12 – 17 £22,571 - £24,920 per annum, pro rata This equates to £18,613.37 - £20,550.49 per annum
Contract length:	Permanent
Hours:	37 Hours a week - Term time only, plus 5 days
Location:	The Robert Napier School, Third Avenue, Gillingham
Start date:	As soon as possible

Job Purpose

- To respond to calls for support by teaching staff to ensure good order is maintained through the school and that learning can continue within classrooms
- To intercept students who are not in lesson without a valid reason
- Keep a daily record of pupil interventions, student supported and action taken and ensure this is shared with the House Manager(s) and Referral Room Manager at the end of each day
- Advise the House Manager(s) immediately of any important pastoral information relayed by students so that they can deal with it appropriately
- Make contact every morning with the House Manager(s) to ensure that up to date information regarding students is received and to receive any requests for picking up students for the day
- Work within the guidelines of Safeguarding and ensure the principles are upheld; to guard against malicious allegations from students by ensuring that they are dealt with in public areas and where possible with other staff present
- Work alongside individual students and groups to reduce immediate and longer-term barriers to learning through active listening, advocating, and assertively ensuring students are back in lessons following positive mentor support
- Report any Safeguarding concerns to the Safeguarding team immediately

Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term

Other Specific Duties

- To undertake any other duty as requested by the Headteacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional

Person specification

Skills and abilities	Essential	Desirable
Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines	✓	
Minimum GCSE at level A – C in English and mathematics (or equivalent)	✓	
Previous experience of working with children, child protection training up to date	✓	
Previous experience of working with young people and those challenging that are disaffected	✓	
Willingness and motivation to develop own skills and proficiency	✓	
First Aid in work qualification		✓
Ability to be flexible and respond effectively to the 'unexpected'	✓	
Ability to communicate and interact effectively with adults and children and young people	✓	
Awareness of sensitive information and the need for confidentiality	✓	
Ability to follow directions given by members of the Senior Leadership Team	✓	
Good Organisational skills	✓	
An understanding of school systems, procedures, and policies	✓	
An understanding of the principles of Safeguarding	✓	

Recruitment process and additional recruitment information

Closing date: 13th May 2022
Interview date: TBA
Working Hours: 37 Hours per week Term time only plus five days
08:00 – 16:00 Monday – Thursday (30min lunch break)
08:00 – 15:30 on Friday

Recruitment Process: Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Panel interview on a variety of topics
- Classroom visit

We reserve the right to close this vacancy early if we receive suitable applications. Therefore, if you are interested, please apply early.

Special Requirements: If you require reasonable adjustments prior to your interview, these can be arranged by emailing trns@robertnapier.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents them from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restrict to those involved in dealing with you application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.





THE
**ROBERT
NAPIER**
SCHOOL

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