**Ash Manor School**

**Aspire and Achieve**

**JOB PROFILE & PERSON SPECIFICATION**

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| **CONTRACTUAL DETAILS** | |
| Post Title: | Inclusion Mentor for Inclusion Centre |
| Grade: | Surrey Pay Scale 5 |
| Line managed by: | Student Inclusion Manager |
| Line management of: | No line management responsibilities |
| **ROLE PURPOSE** | |
| *This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.*   * To provide academic support to students who are temporarily unable to access mainstream education * To provide targeted social, emotional and mental health support including restorative justice to improve students’ identified areas of need and enable them to access the curriculum effectively * To work to support students, parents and staff to develop strategies to promote positive behaviour for learning * Comply with and assist with the development of issues relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person | |
| **CORE ACCOUTABILITIES & ABILITY STATEMENTS** | |
| **Measureable outcomes**   * Work in close partnership with the Student Inclusion Manager, members of the Senior Leadership Team, SENDCo, Heads of House, parents and carers * Improvements in student progress as a consequence of interventions * Records of intervention showing pre and post intervention data   **Main responsibilities**   * To support English and Maths sessions / academic tuition to students who are unable, temporarily, to attend mainstream lessons * To support students’ social skills at designated times * To plan and lead nurture group sessions, with targeted groups of students * To provide support to students returning from fixed term exclusions before re-entering mainstream education * To monitor progress and record intervention on SIMS in conjunction with the Heads of House * To be pro-active in identifying students, working alongside the SENDCo, Heads of House and tutors to ensure those students who need it most receive support * To provide a weekly summary of internal and external support given to students * To attend team, staff and student meetings as appropriate and directed * To report progress made by students * To record student interventions into SIMS * To deputise for the Student Inclusion Manager as appropriate * To undertake any other duties as may be reasonably requested * To provide support for a student’s emotional and social needs by encouraging and modelling positive behaviour in line with the School’s Behaviour Policy and demonstrating high expectations of work and behaviour * To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured   **Corporate & statutory initiatives – equalities/health & safety**   * Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace * Attend relevant meetings * Attend training | |
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| Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.  This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.** | |

**PERSON SPECIFICATION: Inclusion Mentor for Inclusion Centre**

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| Attributes | Essential | **Desirable** | Evidence |
| Education, Training and Qualifications | * Hold Grade C (or equivalent) in Maths and English at GCSE level * Show willingness to undertake appropriate CPD to fulfil the role | * Hold or willing to work towards ELSA/Counselling training qualification | Application form and letter |
| Experience and Knowledge | * Experience of working with children who have a wide variety of educational and social needs * Experience of using Information Technology to support students in the classroom * Ability to work independently and autonomously as well as within a team | * Has a basic knowledge of how schools are organised and managed * Experience in leading small groups/whole classes in interventions and lessons | Application form, letter and reference |
| Self-Management Skills and Abilities | * Ability to use language and other communication skills that students can understand and relate to * Ability to establish positive relationships with students and empathise with their needs * Ability to demonstrate active listening skills * Ability to consistently and effectively implement agreed behaviour management strategies * Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students, encouraging the student to stay on task * Ability to offer feedback to students to reinforce self-esteem * Ability to work effectively and supportively as a member of the school team * Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equality etc. | * Use of SIMS or equivalent | Letter  References  Interview |
| Personal | * Calm disposition * Willing to accept the demands and challenges of the post and respond in a flexible manner * Excellent time-management and multi-tasking skills * Ability to work under pressure and to tight deadlines * Is committed, resilient, robust, resourceful, keen and enthusiastic * Can demonstrate fairness, honesty, integrity and confidentiality in existing practice and conduct as a professional * Can show positive commitment to organisational principles * Committed to safeguarding and promoting the welfare of students and Ash Manor School |  | References  Interview |
| Safeguarding | **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.** | | |

Signed by Job Holder: ......................................................................... Date: ………………………..

Signed by Line Manager: .................................................................... Date: ………………………..

Signed by Headteacher: ...................................................................... Date: ………………………..

Signed by Pay Committee: ................................................................... Date: ………………………..