

Smithills School

JOB DESCRIPTION

Job Title: Inclusion & Engagement Mentor

Job Grade: Grade F

Hours /Weeks: 37 hours per week. Term time only plus 1 week

Reports to: Inclusion and Engagement Manager

Responsible for: 2nd in Dept. To cover the role of the Inclusion and Engagement Manager in their absence

Liaison with: Teaching staff, support staff, Principal, pupils, external customers.

Job Purpose:	<p>To support and deputise for the Inclusion & Engagement Manager.</p> <p>To be a key member of the 'Inclusion and Engagement team' in the provision of support and guidance to pupils, parents, staff working with them and outside agencies by removing the barriers to learning in order to promote effective pupil participation, enhance individual learning, raise aspirations and support pupils to achieve their full potential.</p>
Duties:	<ul style="list-style-type: none">• Main duties• Working with the Inclusion and Engagement Manager, identify and work closely with children presenting with SEMH/behavioural difficulties/disaffected.• Working with the Inclusion and Engagement Manager to manage a caseload of pupils who require intensive intervention for behaviour and social, emotional and mental health difficulties. Establish rapport and respectful, trusting relationships with pupils, whilst recognising and responding to their individual needs – to add• To work closely within the school's Pastoral structure and SENCO to identify and manage a caseload of pupils who require behaviour, emotional and social support and intervention• To work and manage time effectively in the support and management of identified students with a combination of planned development activities, as well as day to day employment of behaviour strategies.• Work directly with pupils with challenging behaviour in a variety of settings including one to one, small group and in class support• To plan and deliver one to one or small group intervention work focussing on specific area of need• To assess the needs of pupils through individually tailored key performance indicators

(e.g boxall, SDQ etc.)

- To open and be lead professional on Early Help Assessments (EHA's) when required.
- To develop and manage a process to ensure lead professionals for EHA's at Smithills are fulfilling their responsibilities (timely Child Action Meetings, closing when appropriate) and to make sure all training needs in relation to the EHA process are met.
- To respond to unplanned classroom incidents (caseload pupils) which require further intervention.
- To ensure that student behaviour is managed effectively and the needs of the children are met.
- To develop and deliver a range of preventative approaches to behaviour management
- To support all staff in addressing the behavioural, emotional and social needs of all pupils, especially those pupils who need particular help to overcome barriers to learning
- To provide advice and strategies to teachers in relation to pupils and whole class with challenging behaviour
- To recommend further action to the Inclusion and Engagement Manager for passing onto DOL/ SLT/SENCO
- Establish productive and effective working relationships with staff and pupils, acting as a role model and setting high expectations for behaviour
- Working with the Inclusion and Engagement Manager, adopt a multi-agency approach to supporting pupils and their families with behavioural, emotional and social needs
- Using data to help monitor and analyse behaviour patterns across the school, highlighting specific areas of concerns
- To help monitor the full range of support services within and outside the school and recommend the possible role with pupil groups and cases
- Help to Identify and work with appropriate agencies to support pupils with challenging behaviour and where appropriate with their parents/ carers and family
- To be actively involved with any identified managed moves, supporting the transition process for those involved.
- To work with Directors of Learning and Inclusion and Engagement Manager to arrange suitable work placements for pupils who need vocational study as part of their curriculum
- To collect information, contribute to the assessment/evaluation and share the findings with relevant other professionals.

Liaising with:	Teaching and other staff in the school / Students / Parents/Relatives/Carers/ Peripatetic services/ Education Psychologists and other education or health care professionals / Governors/Trustees.
	<ul style="list-style-type: none"> • To contribute to the sharing of good practice between individuals, local networks and partner agencies to enhance Pastoral Care provision. This will include multi agency referrals e.g. EHA • To share information and liaise with all stakeholders, including multi agencies, schools, education authorities to ensure students have the best educational experience • Provide specialist advice, guidance and support to all staff relating to behaviour management
General:	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with GDPR and the School's Equal Opportunities Policy. • The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.