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Isca Academy – Job Description

**Post: Inclusion Early Intervention Mentor (Supporting and Delivering Learning)**

**Line Manager: Deputy Headteacher (Inclusion)**

**Grade: D**

# JOB PURPOSE

* To work under the instruction of the Deputy Headteacher (Inclusion) and in conjunction with the Inclusion Team, to co-ordinate the school’s support for vulnerable children whose behaviour may be impacting on their learning.

# MAIN AREAS OF RESPONSIBILITY

To provide support and access to learning by:

* Monitoring and identifying students in need of intervention/support
* Mentoring identified students
* Supervising the Reset room on a rota basis
* Supporting the successful integration of students on a managed move and students returning from personalised provision offsite.

# KEY TASKS

* Monitoring the use of behaviour for learning referrals and coordinating the follow up actions from tutors and Heads of Year.
* Identifying students in need of intervention and support e.g. students with high levels of exclusions or referrals to the Reset room.
* Mentoring identified students and measuring the impact of this intervention on their engagement in their learning.
* Supervising the Reset room on a rota basis.
* Supporting the successful integration of students on a managed move and students returning from personalised provision offsite.
* Coordinating and implementing follow-up support for students repeatedly sent to the Reset room.
* Devise and implement behaviour support plans as required and monitor the progress against these plans.
* Working with other staff and stakeholders to support the positive achievement and progress of students.
* Ensuring all students have equal access to opportunities to learn and develop, by removing any barriers arising from their personal circumstances and supporting them to access their education.
* Attending multi agency and inclusion meetings as required.

Support for Teaching and Learning:

* Support students’ access to learning using appropriate strategies and resources.
* Support students to overcome their barriers to learning.
* Provide objective and accurate feedback and reports as required, to other staff on students’ achievement, progress and other matters, ensuring the availability of appropriate evidence of impact.
* Manage record keeping systems and processes relevant to the role.
* Actively seek information, and utilise the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.

Support the School by:

* Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the Academy.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of students.
* Attend and participate in meetings as directed.
* Participate in training and other learning activities as required and invest in your own and other professional development.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Be first aid trained and provide first aid support to students as necessary as part of a rota.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All support staff may be required to assist with exam invigilation.

# ALL ISCA ACADEMY STAFF ARE EXPECTED TO

* Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
* Attend parents, staff and team meetings as required, making a valued and professional contribution.
* Undertake break, lunch and after school supervision as agreed, according to Academy policy.
* Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
* To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
* Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
* Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
* Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
* Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
* To carry out other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**

Isca Academy

Inclusion Early Intervention Mentor: Person Specification

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|  | **ESSENTIAL/**  **DESIRABLE** | **How Assessed\*** |
| Experience |  |  |
| Working with small groups of 1:1 within an educational setting. | E | AF, I |
| Working in a mentoring or behaviour support role. | D | AF, I |
| Qualifications and training |  |  |
| A minimum of Level 2 in Maths and English. | D | AF, R, I |
| Relational planning/ behaviour support plan training. | D | AF, R, I |
| Mentoring qualifications/ training. | D | AF, R, I |
| Skills |  |  |
| Good interpersonal skills. | E | AF, R, I |
| Good time management. | E | AF, R, I |
| Well organised. | E | AF, R, I |
| Competent in the use of Microsoft Office applications. | E | AF, R, I |
| Ability to work well and prioritise under pressure. | E | AF, R, I |
| Qualities |  |  |
| Approachable. | E | AF, R, I |
| Calm and reassuring presence. | E | AF, R, I |
| Flexible in order to meet the needs of the team. | E | AF, R, I |
| Ability to work under own initiative. | E | AF, R, I |
| Must pass *all* relevantsafeguarding of children checks | DBS checks, self-declaration and interview | |

\*AF= Application Form; R= References; I= Interview