**Job Description**

**Post Title: Inclusion Mentor**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC15 – NJC22 £22,125 - £25,170 (actual Salary)**

**Hours of work: Full Time, Term Time Only, Permanent*.***

**Reporting to: Alternative Provision Lead**

**Purpose of Role**

* Support the behaviour and learning of pupils between the ages 11 and 16 years within the school
* Provide targeted support as a mentor to key assigned pupils

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

Specific responsibilities include:

* Work within a small team to support the behaviour and learning of pupils accessing our internal inclusion unit
* Provide support to teaching staff within the small inclusion unit
* Work closely with assigned key pupils as a mentor to help improve behaviour and conduct, raise self-esteem and confidence
* Work with a range of pupils who may have minor behaviour concerns or social, emotional and mental health concerns which may be affecting their ability to access education
* Deliver provided interventions to key pupils to help improve outcomes
* Keep logs of mentoring sessions with key pupils to share with the wider pastoral team
* Lead extra-curricular activities to suit the needs of key pupils, eg. Art, baking, crafts, cooking etc
* Support delivery of vocational courses when needed
* Supervise break times in the inclusion unit
* Keep accurate records such as attendance and behaviour
* Log any safeguarding concerns on the school system to share with appropriate staff
* Communicate regularly with parents/carers and the wider pastoral team
* Have a flexible approach to supporting the needs of the team and pupils as required

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| At least 2 yrs. experience of working with secondary aged pupils in an education or similar setting |  |  |
| School, Youth work, social work, police or armed forces background  Degree in related subject eg education, psychology, youth work, counselling |  |    |
| GCSE Maths and English |  |  |
| **Knowledge and skills** | | |
| Confident working with secondary aged pupils |  |  |
| Confident working with challenging individuals or those with SEND |  |  |
| Confident working small groups on key skills and social skills |  |  |
| An excellent team player |  |  |
| Strong interpersonal skills and a caring nature |  |  |
| Ability to maintain strong boundaries and have high expectations of pupils at all times |  |  |
| Ability to work positively with teachers and parents of key students in order to achieve the best outcome |  |  |
| Previous experience of counselling or mentoring |  |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality |  |  |
| Initiative and ability to prioritise own work and that of others to meet deadlines |  |  |
| Efficient and meticulous in organisation |  |  |
| Able to follow direction and work in collaboration with the leadership team |  |  |
| Able to work flexibly, adopt a hands-on approach and respond to unplanned situations |  |  |
| Ability to evaluate own development needs and those of others and to address them |  |  |
| Commitment to the highest standards of child protection and safeguarding |  |  |
| Recognition of the importance of personal responsibility for health and safety |  |  |
| Commitment to the Trust’s ethos, aims and whole community. |  |  |