



JOB PROFILE			
Job Title:	Inclusion Mentor	School/Department:	Meadowfield Primary School
Salary Grade:	B3 Point 7-11	Working Hours:	32.5 Hours
Contract Type:	Permanent	Location:	Meadowfield Primary school
Responsible to: Headteacher & Senior Leadership Team			
<p>Role summary:</p> <p>To support the access to education and the raising of the standards of educational attainment, for a specific group of pupils. Providing support to address the needs of those pupils to overcome barriers to learning.</p> <p>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</p>			
<p>Special conditions of service:</p> <p>No smoking policy, including e-cigarettes.</p>			
<p>Role specific responsibilities:</p> <ul style="list-style-type: none"> Collaborate with colleagues in the assessment of pupils to support the determination of specific needs/ requirements of individuals. Provide advice to enable pupils to make choices about their own learning, including information about the opportunities, support mechanisms and organisations available. To lead on implementing strategies to encourage positive play with children across school. Support the implementation of support plans/ action plans. Support first day contact for non-attendees including phone calls and texts and home visits; manage the reward system for good attendance. Support other staff in ensuring that the educational setting of the pupil effectively meets their needs. Support the challenge and motivation of pupils, promoting and reinforcing self-esteem. Provide feedback to pupils in relation to progress, achievement, behaviours and attendance. Assist other staff in planning, evaluating and adjusting learning activities as appropriate. 			



- Support the monitoring and evaluation of pupil's responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters.
- Contribute to the development of constructive links with the families / carers of pupils under the direction of senior staff / the teacher.
- Provide advice and support for families in relation to the educational opportunities available.
- Effectively communicate and collaborate with other internal and external agencies/ professionals and other members of multi-disciplinary teams, in liaison with teaching / senior staff, to support achievement and progress of pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Support the development of strategies to provide guidance to schools to support the specific needs of pupils.
- Participate and contribute to continuous professional development to ensure up to date knowledge and skills.
- Maintain professional records and appropriate casework notes in relation to individual pupils.
- Support the delivery of guidance / advice to mainstream schools to support specific pupil needs.
- Contribute to the promotion of a positive view of inclusion.
- Contribute to the operation of a child centred approach to individual cases.
- Support a creative and flexible approach to meeting the educational needs of pupils.
- Prepare and use specialist equipment, plans and resources to support pupils.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Ability to work successfully with pupils with challenging behaviours	*	
Excellent interpersonal skills with students and staff	*	
Clear commitment to enhancing and raising achievement for all students	*	
Effective communicator	*	
Ability to prioritise and organise workload	*	
Ability to work with other professionals both within and outside school	*	
Clear commitment to enhancing opportunity and raising achievements for all students	*	
Commitment to continued professional development	*	
Emotional intelligence and forbearance with a willingness to be flexible to the needs of the students and school	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Experience of delivering evidenced based interventions and accelerated learning	*	



Experience of working with young people and their families with a variety of different needs	*	
Administration and organisational efficiency and ability to work under pressure and to often conflicting deadlines	*	
Working knowledge of relevant policies, codes of practice and legislation relevant to working with children	*	
Experience of working with students from a range of backgrounds and cultures and with different needs and abilities	*	
Experience of delivering evidenced based interventions and accelerated learning		*
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	
Ability to motivate young people	*	

