



## Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### Job Description

Post Title	Inclusion Mentor (Primary)
Salary/Grade	Spinal Column Points 20-23 (FTE £25,999-£27,741). <b>Actual salary £19,452-£20,757 per annum.</b> Starting point dependent on qualifications and experience.
Working Time	Part-time, term-time only (37 weeks): <b>35 hours per week</b> ([FTE 37 hours], 8.30am–4.00pm Monday-Friday, with half an hour lunch break) with a pro-rata allocation of paid holidays which are deemed to be taken during school holiday periods.
Post status	Part-time, term-time, permanent post from 01/09/2021
Reporting to	Assistant Principal (Safeguarding and Inclusion)
Liaising with	The Principal, VP Education, Assistant Principal: Head of Pre-Prep, Assistant Principal: Head of Prep, SENCO, Primary Deans, EYFS lead and class teachers as well as other support staff and relevant external agencies.
Disclosure level	Enhanced

#### Responsible for:

The delivery of an effective programme of mentoring, coaching and support of SEND, vulnerable, disaffected, poorly behaved and disadvantaged pupils, including previous looked after children, so they achieve their targets.

#### SEND:

- To provide learning support for named students, where and when required, as directed by the SENCO.
- In liaison with the SENCO, to contribute to the building of pupil profiles and learning plans for pupils being mentored.
- To contribute as directed to the application for EHCPs and the Annual Review process.
- To liaise as directed with external agencies.

### Pupil Welfare:

- To provide counselling and one-to-one support for pupils and their families as directed by the Assistant Principal (AP) Inclusion.
- To work proactively and preventatively with pupils to provide early intervention, signposting, support and guidance.
- To develop learning and behaviour plans for pupils in the Pre-Prep (Infant) and Prep (Junior) and support their implementation.
- To be alert to trends and patterns of problems and to be willing to identify causes and recommend corrective action.
- To raise and manage EHATS and to lead EHAT meetings where necessary and to liaise as appropriate with outside agencies and parents.
- To liaise as appropriate and as directed by the AP Inclusion with external agencies.
- To undertake home visits, in line with Attendance Policy, when identified disadvantaged and vulnerable pupils are absent from school, as directed by the AP Inclusion.

### Pupil Reflection and Reintegration:

- To deliver one to one and small group teaching, assessment, mentoring and support to pupils whose behaviour has broken trust with the school to help pupils avoid any repetition of behaviour.
- To create and update behaviour plans for use by Pre-Prep and Prep staff.

### Safeguarding:

- To assist the Head of Pre-Prep and the Head of Prep and AP Inclusion in delivering outstanding safeguarding and child protection across the Pre-Prep and Prep including raising EHATS, making referrals, updating CPOMs and attending child protection and child in need meetings where necessary.
- To support the administration and communication of the safeguarding team as required and requested during school hours.

### Communication:

- To maintain accurate records of all communication with parents and external agencies, including action/follow-up taken.
- To maintain accurate records on pupils and provide written reports on your work and the impact your work has on pupils.
- In liaison with the Head of Pre-Prep, the Head of Prep and SENCO, communicate with parents where appropriate.
- To attend team and school meetings and those that are specifically in relation to the pupils that you support, such as pastoral support programmes or liaison with multi agencies.

### General:

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed
- To engage actively in the performance review process

- To comply with any reasonable request from the Principal to undertake work not specified in this job description
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.***

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Description is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***