



Post Title:	Inclusion Behaviour Mentor
Job Purpose:	- To support the Catholic ethos of the school, and to safeguard the well-being of pupils in school. - To enable inclusion pupils to make progress with their standards of attainment, achievement and where relevant, personal development. - To liaise with subject staff and effectively deploy and manage resources and monitor and support progress of these pupils. - To support teaching and inclusion by running sessions in The Ark/ Saint Francis' Centre. - To be flexible and work as an inclusion team and undertake any other duties as requested by line managers.
Reporting to:	Quality of Education Lead
Responsible for:	Progress and behaviour of pupils in The Ark and Saint Francis Centre
Working time:	8.30am – 4.18pm, Term Time Only plus relevant Parents Evenings
Grade:	Support Staff Grade A.3
Duties and Responsibilities:	<u>Strategic:</u> - Helping to identify and deliver a suitable curriculum for inclusion pupils in liaison with relevant teachers to ensure suitable work is set and completed. - Implementing strategies and supporting inclusion pupils in order to raise their standards of attainment, achievement and personal development as appropriate. - Supporting the inclusive work of the school by facilitating off site direction, pupil placements, pupil induction into lessons and liaising with the pastoral team as necessary. <u>Monitoring:</u> - Setting and reviewing targets for individual pupils. - Providing high quality academic and personal coaching and support for the pupils as appropriate. - Monitoring progress and taking appropriate action. - Liaising with staff to provide work and feedback to pupils. <u>Resources and research:</u> - Where appropriate providing high quality learning resources or arranging access to high quality learning resources for pupils. - Drawing on appropriate educational research to help inform practice. <u>CPD:</u> - Attend appropriate CPD.

	<u>Communication:</u> • Liaising with appropriate teachers about work and support offered to the pupils. • Undertaking safeguarding issues, maintaining confidentiality. • Attending/contributing towards Pastoral Review meetings. • Liaising with parents and other external support agencies where appropriate. • Providing feedback for members of SLT on the progress made by inclusion pupils on a regular basis.
Other Specific Duties	Observance of the city council's Equal Opportunities Policy will be required. To play a full part in the life of the school community, to support it's distinctive mission and ethos and to encourage staff and pupils to follow this example. • To support the school in meeting it's legal requirements for worship. • To actively promote the school's corporate policies. • To continue personal development as agreed. • To actively engage in the performance review process. • To undertake any other reasonable duty not mentioned in the above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
Level of Supervision	Left to work within established guidelines subject to scrutiny by supervisor.