



Job Description – Inclusion Mentor
Grade 3 Scale Points 4 - 6
£21,189 - £21,968 (pro-rata £15,902 - £16,487)

Starting salary will be based on skills and experience.

Contract: Initially 1-year fixed term, may become permanent following review of effectiveness of new role in school

Working Pattern: Term Time only plus INSET days, 8.30am – 3.30pm - Monday to Friday (32.5 hours per week)

To provide a complementary service to existing teachers and pastoral staff in school, addressing the needs of pupils who need help to overcome barriers to learning both inside and outside the school, in order to enable these pupils to achieve their full potential, enable schools to improve attendance and raise standards of achievement and behaviour of pupils across all key stages.

Key Responsibilities

- to enable all students to develop the habits of self - discipline required to climb their own personal mountain to Post 16 and beyond.
- To fulfil our commitment to disruption free learning, every minute, of every day.

Reporting to: Assistant Headteacher

Responsibilities

Main Duties / Responsibilities

- To work with the senior leadership team to improve the self - discipline of students in the school.
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of the well-being and discipline of all students.
- To support the smooth running of the Inclusion Room; through supporting the room during the day, when support is required by the Inclusion Room Manager
- To support students by supporting them to meet the expectations of the school.
- To support school attendance systems, working closely with the attendance team and with families to improve student attendance.
- To support the school induction programme for new students.
- To actively engage parents/carers in the school and in their child's development.
- To support detentions, running them and following up on non attendance.
- To support tracking systems to monitor behaviour and intervene where necessary.
- To work closely with the communities and families to improve behaviour.
- To investigate and follow up on serious incidents, ensuring the school behaviour policy is upheld.

- To follow up relentlessly on any reports of bullying, ensuring all students feel safe coming to school.
- To undertake investigations into reported misbehaviours/incidents and implement sanctions according to the school policy; this will be done in conjunction with the Senior Leadership Team.
- To not allow excuses to become a part of the culture at Pittville School.
- To support the development of positive mental health amongst students.
- To perform particular assigned duties at the reasonable direction of the Headteacher or his/her designated representative(s)

General

- To participate fully in the school ethos and expectations
- To give and receive feedback as part of a regular developmental cycle
- To play a full part in the life of the school community, supporting its ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

Key Contacts

- Daily involvement with the pastoral team, the senior team, and the inclusion team.
- Regular contact with parents and families to support improvements in behaviour.
- This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.