

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Inclusion Mentor	JEID	L0259
Salary Grade:	Scale I		
Team:	Flexible Learning Team		
Service Area:	SEND And Inclusion		
Primary Location:	Kings House, Bedworth		
Political Restriction	This position is not politically restricted.		
Responsible to:	Assistant Manager		
Responsible for:	N/A		

#### Role Purpose

We're looking for a motivated, resourceful and enthusiastic practitioner to join our highly regarded Flexible Learning Team to work with pupils who are unable to attend school due to ill health which could be physical health or mental health.

The team delivers Warwickshire County Council's statutory response in meeting the diverse needs of children and young people across the County, who are unable to attend an educational setting for a short or protracted period of time due to their illness.

The successful candidate will be required to support pupils with their education and their return to school, delivering highly creative interventions, which engage learners and secure best outcomes. Although the majority of the work is delivered in homes and outside formal educational placements, a good understanding of school systems is important.

The Flexible Learning Team is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

## Role Responsibilities

- To work as part of the Flexible Learning Team to support vulnerable learners who are unable to attend an educational placement due to medical illness (Physical and mental health).
- To take allocated cases and manage them with oversight supervision from an FLT Assistant Manager.
- To support the delivery of an educational curriculum and re-integration into education settings.
- To record involvement and assessment information to report back to other professionals.
- To design appropriate resources to use across settings.
- To use specialist skills to facilitate access and maximise independence.
- To model appropriate strategies and provide support to parents, carers, school and community-based staff with a view to building their confidence and longer-term capacity.
- To contribute to service development and training events.
- To attend reviews as appropriate including Annual Reviews of Education Health Care Plans, sometimes leading these.
- To liaise and work with staff from other agencies.
- To work peripatetically, sometimes transporting children and young people.
- To undertake appropriate continuous professional development and improve knowledge and skills of working with children and young people who have barriers to learning.
- To actively participate in supervision, appraisal, training and development opportunities.
- Contribute to the organisation's responsibility to safeguard and promote the welfare of Children and young people following WCC policies and procedures.
- To undertake other duties as are commensurate with the post and according to the needs of the service.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Have a recognised qualification, relevant to the post, equivalent to at least NVQ level 3.	A, D
Recent experience working as a Teaching Assistant, (level 2 - 3) Family Support Worker or another similar role.	A,

Experience of working with pupils who have barriers to learning and school attendance, and able to evidence the ability to deliver highly creative programmes to meet the needs of learners with these challenges.	A, I, T
Proven ability to establish effective relationships with pupils, families, school-based staff and other professionals.	A, I, T
Be an effective communicator with good written and spoken English.	A, I, T
Ability to work both within a team and also independently, organising time and meeting deadlines.	A, I, T
An ability to travel effectively, on a daily basis, across the whole county in line with service policy and practice. Having access to a motor vehicle with business insurance cover. Disabled applicants should be able to perform the job with reasonable adjustments, where necessary.	A, D, I
Flexibility to work some evenings and weekends if required with appropriate time off in lieu	A, I
Knowledge and commitment to issues and processes related to the safeguarding of vulnerable children and young people.	A, I, T

### Desirable Criteria

Assessed By:

Have a recognised qualification, equivalent to degree level or willingness to undertake part-time study, supported by the Service.	A, D
Specialist qualification in SEND	A, D
Experience of working on an outreach basis.	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving

people (including pupils) or objects	own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	