

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:	SEND & Inclusion 0-25		
Service Area:	Integrated Disability Service 0-5		
Primary Location:	Countywide posts		
Political Restriction	This position is not politically restricted.		
Responsible to:	Area Manager		
Responsible for:	N/A		

Role Purpose

- To support the development of local and Countywide strategies for SEND and Inclusion services, strengthening the Local Offer and improving outcomes for children.
- To provide knowledge and expertise to build the capacity and confidence of local settings and professionals, thereby strengthening the Local Offer.
- To contribute to the vision of the service; working as part of a dedicated team.

Role Responsibilities

- To work as part of the Integrated Disability Service 0-5 to support capacity building in Early Years settings through coaching to successfully include learners with SEND whose educational placement is at risk, using specialist skills to facilitate access and maximise independence.
- To take allocated cases and manage them with oversight supervision from Lead Teacher / Manager, attending reviews as appropriate.
- To record involvement and assessment information to report back to other professionals.
- To model appropriate strategies and provide support to settings as well as other staff in IDS 0-5 with a view to building their confidence and longer-term capacity.
- To keep up to date with evidenced based Early Years and SEND practice, along with national and regional developments, reflecting on implications for practice and taking responsibility for:

- o finding / designing appropriate resources to use across settings;
 - o trialling new resources, then managing and disseminating feedback to the wider team;
 - o modelling new interventions and resources for settings and IDS staff;
 - o contributing to the design of training, alongside the relevant Lead Teacher/ Manager and then contributing to the delivery of training;
 - o contributing to the development of assessment policy and practice;
 - o supporting the induction of new colleagues.
- Working with the Manager and Lead Teacher, to support consistency of policy and practice across IDS 0-5, whilst helping to ensure consistency of expectations across settings.
 - To liaise and work with staff from other agencies.
 - To undertake appropriate continuous professional development and improve knowledge and skills of those working with children who have barriers to learning.
 - The successful candidate will be expected to work across County.

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 equivalent to at least NVQ level 3.	A, I, D
Recent experience working in the Early Years, (level 3) or in another similar role.	A, I,
Experience of working with children who have barriers to learning.	A, I, T
Able to evidence ability to design and deliver highly creative programmes to meet the needs of children.	A, I, T
Proven ability to establish effective relationships with children, families, setting-based staff and other professionals.	A, I
Be an effective communicator with good written and spoken English.	A, I, P
Proven ability to deliver training	A, I, P
Ability to work both within a team and also independently, organising time and meeting deadlines.	A, I
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, I
Flexibility to work some evenings and weekends if required with appropriate time off in lieu	A, I
Knowledge of current legal requirements, national policies and guidance related to the safeguarding and wellbeing of children and young people	A, I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post).	D

Desirable Criteria

Assessed By:

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

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.

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 checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving 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 checked="" 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 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	