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	
Salary Grade:	**Scale I** **37 hours per week (39 weeks)**		
Team:	SEND & Inclusion 0-25		
Service Area:	Specialist Teaching Service		
Primary Location:	Countywide posts.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Area Manager		
Responsible for:			

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, young people and families;
- To provide knowledge, expertise and leadership in an identified specialism to build the capacity and confidence of local schools and professionals, thereby strengthening the Local Offer;
- To contribute to the vision of the service; working as part of a dedicated team within the service to promote an identified specialism.

Role Responsibilities

- To work as part of the Specialist Teaching Service to support capacity building in schools 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 schools and parents, as well as other staff in STS with a view to building their confidence and longer-term capacity.
- To keep up to date with evidenced based practice related to identified specialism, along with national and regional developments, reflecting on implications for practice and taking responsibility for:

- finding / designing appropriate resources to use across settings;
- trialling new resources, then managing and disseminating feedback to the wider team;
- modelling new interventions and resources for schools and STS staff;
- contributing to the design of training, alongside the relevant Lead Teacher/ Manager and then contributing to the delivery of training in identified specialism ;
- contributing to the development of assessment policy and practice in relation to identified specialism;
- supporting the induction of new colleagues in relation to identified specialism.

- Working with the Manager and Lead Teacher, to support consistency of policy and practice across STS, whilst helping to ensure consistency of expectations across schools, with reference to the Provision Matrix, in relation to identified specialism.
- 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 and young people who have barriers to learning.
- The successful candidate will be expected to work across County, responding to requests within other areas of the Specialist Teaching 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) documentation (D), references (R).

Essential Criteria

	Assessed By:
Have a recognised qualification, relevant to the post, equivalent to at least NVQ level 4 or working towards.	A,D
Recent experience working as a Teaching Assistant, (level 3) or in another similar role.	A, D
Experience of working with pupils who have barriers to learning.	A, T, I,
Able to evidence ability to design and deliver highly creative programmes to meet the needs of hard to reach students.	A, T, I, R
Proven ability to establish effective relationships with children, young people, families, school-based staff and other professionals.	A, R, I
Be an effective communicator with good written and spoken English.	A, I, P, R
Proven ability to deliver training	A, P, R
Ability to work both within a team and also independently, organising time and meeting deadlines.	A, R, 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
Flexibility to work some evenings and weekends if required with appropriate time off in lieu	A
Knowledge of current legal requirements, national policies and guidance related to the safeguarding and wellbeing of children and young people	A, I

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, relevant to identified specialism.	A, D
Experience of working on an outreach basis.	A

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.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	X Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
X Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☐ Significant use of computers (display screen equipment)	X Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	X Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens

Work requiring hearing protection (exposure to noise above action levels)	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	

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