



# Isca Academy – Job Description

**Post:** Inclusion Early Intervention Mentor (Supporting and Delivering Learning)  
**Line Manager:** Deputy Headteacher (Inclusion)  
**Grade:** D

## JOB PURPOSE

- To work under the instruction of the Deputy Headteacher (Inclusion) and in conjunction with the Inclusion Team, to co-ordinate the school's support for vulnerable children whose behaviour may be impacting on their learning.

## MAIN AREAS OF RESPONSIBILITY

### To provide support and access to learning by:

- Monitoring and identifying students in need of intervention/support
- Mentoring identified students
- Supervising the Reset room on a rota basis
- Supporting the successful integration of students on a managed move and students returning from personalised provision offsite.

## KEY TASKS

- Monitoring the use of behaviour for learning referrals and coordinating the follow up actions from tutors and Heads of Year.
- Identifying students in need of intervention and support e.g. students with high levels of exclusions or referrals to the Reset room.
- Mentoring identified students and measuring the impact of this intervention on their engagement in their learning.
- Supervising the Reset room on a rota basis.
- Supporting the successful integration of students on a managed move and students returning from personalised provision offsite.
- Coordinating and implementing follow-up support for students repeatedly sent to the Reset room.
- Devise and implement behaviour support plans as required and monitor the progress against these plans.
- Working with other staff and stakeholders to support the positive achievement and progress of students.
- Ensuring all students have equal access to opportunities to learn and develop, by removing any barriers arising from their personal circumstances and supporting them to access their education.
- Attending multi agency and inclusion meetings as required.

### Support for Teaching and Learning:

- Support students' access to learning using appropriate strategies and resources.
- Support students to overcome their barriers to learning.

- Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence of impact.
- Manage record keeping systems and processes relevant to the role.
- Actively seek information, and utilise the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.

**Support the School by:**

- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of students.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required and invest in your own and other professional development.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be first aid trained and provide first aid support to students as necessary as part of a rota.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All support staff may be required to assist with exam invigilation.

**ALL ISCA ACADEMY STAFF ARE EXPECTED TO**

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**

## Isca Academy

### Inclusion Early Intervention Mentor: Person Specification

	<b>ESSENTIAL/ DESIRABLE</b>	<b>How Assessed*</b>
<b>Experience</b>		
Working with small groups of 1:1 within an educational setting.	E	AF, I
Working in a mentoring or behaviour support role.	D	AF, I
<b>Qualifications and training</b>		
A minimum of Level 2 in Maths and English.	D	AF, R, I
Relational planning/ behaviour support plan training.	D	AF, R, I
Mentoring qualifications/ training.	D	AF, R, I
<b>Skills</b>		
Good interpersonal skills.	E	AF, R, I
Good time management.	E	AF, R, I
Well organised.	E	AF, R, I
Competent in the use of Microsoft Office applications.	E	AF, R, I
Ability to work well and prioritise under pressure.	E	AF, R, I
<b>Qualities</b>		
Approachable.	E	AF, R, I
Calm and reassuring presence.	E	AF, R, I
Flexible in order to meet the needs of the team.	E	AF, R, I
Ability to work under own initiative.	E	AF, R, I
Must pass <i>all</i> relevant safeguarding of children checks	DBS checks, self-declaration and interview	

\*AF= Application Form; R= References; I= Interview