

# ***ST JOSEPH'S SPECIALIST TRUST***

## **Job Profile**

### **Inclusion Support Mentor**

**Name:**

**Date:**

**Job Context:** St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's" / the "Trust") with approximately seventy students and twelve tenants. It has a staff of around 300.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

**Title:** Inclusion Support Mentor

**Job Purpose:** To support staff in the development of skills to help them enable students to manage their behaviour with a particular focus on Positive Behaviour Support strategies.  
To support students in the development of skills to help them to manage their behaviour.  
To assist with the maintenance of all the autism support systems.

**Accountable to:  
(management)** Head of Inclusion

## **KEY ACCOUNTABILITIES**

### **Policy and Leadership**

- To have a good working knowledge and understanding of all school policies
- To ensure all policies are vigorously adhered to in practice

### **Qualifications/training**

- To have a proven track record and demonstrate good knowledge and understanding when working with students with complex needs
- To provide the appropriate environment where students feel safe and can relax
- To be Intermediate or Advanced Team Teach Tutors and deliver regular training to staff as agreed with the Head of Inclusion when appropriate and needed in response to current demand.

### **Management of Curriculum**

- To work collaboratively with all staff, and individually with students focussing on overcoming obstacles to learning.

### **Management of Students/Pupils**

- To support the general wellbeing of students within the structure of the school
- To ensure that students are managed in accordance with school expectations during their time at school
- To liaise with teachers, all support staff, therapy staff, care staff, families and carers creating an effective team sharing knowledge and information
- To provide immediate intervention in response to escalating crisis situations in order to ensure maximum safety of staff and students

### **Management of Financial and Physical Resources**

- To play a leading role in the management of resources within the designated area of Inclusion Support.

### **Evaluation and Quality**

- To monitor and evaluate students' behaviour disseminating findings effectively to all relevant parties in collaboration with relevant staff
- To provide continuity in support for both students and staff

### **Administration**

- To ensure that designated administrative tasks are fulfilled
- To carry out other reasonable requests made by the Executive Principal and Trustees

### **Key Tasks**

#### **Policy and Leadership**

- To assist in the review of policies relating to work practices especially those concerned with Positive Behaviour Support strategies
- To help to assess students using knowledge of engagement strategies in the school curriculum, schemes of work, and national curriculum requirements and nationally accredited awards.
- To lead CPD, mentoring and training sessions in positive behaviour management strategies

#### **Inclusion Support**

- To assist all staff in the use of relevant strategies to ensure a purposeful environment for communication, teaching & learning to take place.
- Monitoring and assessing students and recording and reporting on students achievements and development
- Assisting staff with the development and implementation of interim reviews

- Lead all staff in engagement strategies
- To be familiar with and competent in the effective use of behaviour monitoring systems and prepare summary reports as required with commentary, analysis and strategies

### **Management of Students**

- To enhance the quality of experience for the students to contribute towards teamwork through a positive attitude and the sharing of ideas.
- To ensure that students are treated with respect and dignity
- To ensure students are talked through choices they are able to make to enable them to better control their behaviour towards themselves and others

### **Supervision and support of students**

- Within the framework of general awareness of students safety and welfare and the school's ethos, values and attitudes
- To supervise and support students: in all aspects of their school day, including off-site activities

### **Assessment**

- To liaise with families and staff to advise on appropriate bench mark strategies
- To work with students on familiarisations and other periods of assessment ensuring that the respective class team and other support staff are fully advised, coached and mentored in effective positive behaviour strategies and the delivery of the most appropriate personalised program to support the most effective access to therapeutic and support interventions along with full access to the curriculum.

### **Evaluation and Quality**

- To assist in monitoring students' behaviour and to use that to help provide strategies for keeping student's on task.

## Administration

- To keep records and carry out procedures to satisfy school policies
- To be fully involved in the appraisal process
- To attend and contribute to interim reviews, annual reviews, staff meetings, open evenings and/or consultation evenings as required by the school
- To respond to requests from all staff for help when necessary and accepting priorities as they arise when dealing with students' behaviour and other duties as relevant to the post

This job profile is drawn up in the light of the following statement.

*'The role of the Inclusion Support Mentor is much valued within St Joseph's Specialist Trust. Inclusion Support Mentors support teaching staff, ensuring through the quality of their work and their ability to interact so that the learning experiences of the students of the school are enhanced. Their role allows them to have a unique insight into student's needs and development.'*

*"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".*

**Signature:** .....  
**Inclusion Support Mentor**

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**Executive Principal**

**Date:** .....

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