



BREDBURY ST MARK'S CE PRIMARY SCHOOL

Job Description – Inclusion Mentor

Post Title: Inclusion Mentor

Main purpose of the job

To support children who need additional help with their social, emotional and mental health. The role focuses on building strong relationships, creating safe routines and helping children feel secure and ready to learn. To work alongside staff in a mentor capacity to ensure adaptations are in place to meet the needs of the children. Working closely with teachers, the SENDCO and the pastoral lead to improve learning behaviours, emotional regulation and providing support for our families.

Duties and responsibilities

Direct support for pupils

Work with children and their families alongside the staff team to identify and overcome any barriers to learning;

Building positive, trusting relationships with children who require SEMH support;

Mentor individual and small groups of children to support, engage and motivate;

Support children in class when needed, helping them access learning and manage routines;

To monitor and evaluate children's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required;

Provide calm, consistent support during transitions, unstructured times and moments of dysregulation;

Help children develop confidence, independence and healthy friendships;

Partnership with staff and outside agencies

Work closely with teachers and Teaching Assistants in a mentor role to identify early signs of SEMH need and agree practical strategies;

Work closely with the Pastoral Lead to support identified children and their families and inform her of any issues or concerns;

Share observations that help staff understand barriers to learning;

Complete and contribute to a range of assessments (SEN support plans, De-Escalation Plans, EHCPs, PEPs, EHCP Reviews) ensuring their effective implementation and review.

Partnership with families;

Run alternative lunchtime provision;

Build warm, respectful relationships with parents and carers;

Provide support for parents and families either through directly delivering training or signposting to relevant external agencies;

Contribute to meetings where individual pupil needs are discussed;

Record keeping and safeguarding;

Keep accurate records of interventions with children, families and other professionals;

Comply with school policies and procedures relating to safeguarding, health and safety, confidentiality, GDPR and data protection. Report all concerns to the appropriate person (as named in the policy).

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.