

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name:

Post: Inclusion Mentor

Salary: Point 3 (NSB Trust Support Scale)

Hours: 37 hours, 39 Weeks per Year (Term Time plus 5 Training Days)

8:15am-4:30pm Mon-Thur

8:15am-4:00pm Fri

45-minute unpaid lunch daily

Line Manager: SENDCo

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

Job Purpose:

Working with the support of the SENDCo you will have responsibility for implementing intervention programmes with individuals/groups with a range of needs both inside and outside of the classroom. The appointed member of staff will liaise with teachers about the needs of students, ensuring students can access the broad and balanced curriculum at Northampton School. This will include the management and preparation of resources and delivery of targeted interventions outside of the classroom within our Inclusion Centre. The role also includes liaising with parents/carers and external agencies to ensure students are fully supported. It is likely that the role will involve up to 75% of time in the classroom, often providing support to pupils with a cognition and learning need who continue to work in the primary phase.

Major Tasks, Duties and Responsibilities:

- Responsibility for keeping and updating records as agreed with the SENDCo and Deputy Headteacher.
- Contributing to reviews of systems/records using the SEND Ranges and contributing to the information required for the school's MIS system and the school provision map.
- Assist in the development of learning strategies to address students' needs including but not limited to, social skills, self-esteem and building and maintaining appropriate relationships.
- Use specialist skills/training/experience to support students with specific SEND needs.
- Support the provision of a before school, break and lunchtime facility for SEND students to attend.
- Deliver structured programmes for students who require intervention or programme.
- Support the planning of transition arrangements, including visits to the school of Year 6 students with an identified SEND need.
- Observe and support SEND students in class.
- Operate within a timetable of activities for students receiving one-to-one support, small group interventions and any relevant administration.
- Support students and parents who are going through an Early Help Assessment process.
- Support and monitor students identified as Pupil Premium and disadvantaged, as required.
- Collaborate with teaching staff when required to establish an appropriate learning environment using your specific knowledge and strategies relating to targeted students.
- Be the point of contact for teaching staff for identified students with SEND needs.
- Provide information for teaching staff on SEND students and give advice where necessary.
- Take part in appropriate supervision and assist in training and development work as appropriate.

(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training, if not already specified within their job description, in order to ensure that adequate first aid cover is always available in the school.

The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

September 2026