



JOB DESCRIPTION

POST HOLDER	Inclusion support worker – Catch up learning mentor (temporary)
ACCOUNTABLE TO	Assistant Headteacher
SALARY/SCALE	NJC grade C1, Scale Point 14. Actual Salary £17,726 per annum
DETAILS OF POST	34.25 hours per week, term time only 8.15am - 3.45pm Monday to Thursday, 8.15am to 3pm Friday (30 minutes unpaid lunch break each day)
JOB PURPOSE	To complement the work of teachers and pastoral staff by addressing the needs of specific pupils who require help in overcoming barriers to learning, both inside and outside school. The support will aim to help pupils realise their full potential in line with the school's mission statement with a focus on the catch-up programme.
MAIN DUTIES/KEY TASKS	<p>Responsibilities</p> <ul style="list-style-type: none"> • To welcome pupils into the school at the start of the day and ensure they leave the school feeling supported • To provide a pupil service throughout the school day to ensure the welfare and progress of pupils. • Support learning and personal development with identified children through one to one mentoring. • To liaise with teaching staff, subject leaders and faculty leaders regarding setting of work, homework, and completion of NEA work. • To support and monitor the attendance and participation at revision sessions as appropriate. • To liaise with the inclusion/hub team as appropriate. • To deliver additional intervention sessions to boost attainment, progress and self-esteem. • To maintain up-to-date records and monitor and analyse data regarding the progress of identified pupils. • To monitor the attendance of identified pupils. • To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement. • To communicate pupil progress and actions with student progress leaders, subject leaders, faculty leaders and teaching staff. • To create/source resources as appropriate to support individual needs and remove barriers to learning. • To write, implement and review individual action plans for each identified pupil. • To support the year 11 in-house mentoring programme. • To liaise with external agencies to support pupil needs. <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p>

	The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota • Assist with / attend school trips, visits and out of school activities as required to supervise pupils • To undertake invigilation duties as required • Contribute to the Catholic ethos of the school • Comply with the school's approved policies and procedures • Participate in and support the school's performance management process and attend any relevant training • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i>
<p>VARIATION IN ROLE Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
Signed:	Date:
Name:	