

## London Borough of Havering Job Profile

<b>Job Title:</b> Inclusion Teacher & Learning Mentor	<b>Directorate:</b> Children's Services
<b>Service/Section:</b> Learning & Achievement	<b>Post Number(s):</b> 10004388 <b>Job Evaluation Number:</b> 3278
<b>Grade:</b> Grade 7 (30) Permanent FTE	<b>Date last updated:</b>  <b>Date of last Evaluation:</b> March 2023

### Main Purpose of the Job/Key Objectives:

- Work directly with vulnerable and / or at risk pupils with additional or complex needs as a teacher & learning mentor to reduce contextualise safeguarding risks. Develop pupil's social and emotional skills to improve their mental health and wellbeing whilst ensuring they are supported with their education.
- Work directly with monitoring and tracking Elective Home Educated (EHE) children and support their parents to ensure appropriate education is being received.
- Work with the Inclusions Team Leader & AP Commissioner to further develop support programmes and interventions for vulnerable pupils and / or those at risk of suspensions or permanent exclusion.
- Further develop, utilise and maintain the Attendance Platforms and Management Information Systems (MIS) and build on the working processes between schools, alternative provisions and Havering support services.
- Write and submit bids for funding to expand the Admissions, Attendance and Inclusions Traded Offer for Havering and cross border schools.

### Job Context:

1. The postholder reports to the Inclusions Team Leader & Alternative Provision Commissioner.
2. The postholder does not have line management responsibility.
3. The postholder will be required to work up to 36 hours per week with occasional work outside 'normal' office hours / as required by their line manager.
4. The postholder has Financial/Resources responsibility for bids and projects, include recording and reporting expenditure.

### Experience

The post holder is required to have taught within an education setting, applied for external funding, project management skills and have a solid understanding of school operations,

along with experience of working with pupils with additional and complex needs. The Applicant will have to evidence how they meet the required experience as part of their shortlisting and interview process.

### **Qualifications**

The post holder to have a teaching qualification and standard of knowledge and skills required to work with pupils aged 5 -16, safeguard them and progress them through their education whilst supporting their personal and social development.

### **Working conditions/circumstances**

The Post holder must be able to drive.

### **Key Accountabilities and Result Areas**

The main areas of work and responsibility for this role is to work with pupils directly teaching and mentoring them and gathering data to evaluate the strategic needs of the pupils in Havering. Researching and applying for bid funding from outside government and other agencies, designing, developing and project managing support programmes and interventions that can be delivered within schools.

<b>Key Result Area</b>	<b>Expected End Result</b>
Teach and mentor pupils who are at risk of exclusions or who are involved in contextualised safeguarding and those with additional and complex needs.	Pupils have been taught and mentored and re-engaged back into their education and assistance with building resilience and gaining qualifications.
Track and monitor EHE children to ensure their safeguarding and education needs are being met.	All EHE children are tracked and monitored with evidence of learning and safeguarding received.
Establish links with external funders and lead on bid applications for bid funding from government or other funding agencies.	High quality bids are submitted within appropriate timeframes and additional funding is awarded.
Manage, deliver, track and evaluate bid funded projects, compiling and submitting timely reports to funders.	Data collated, analysed and evaluated with impact and outcomes being used to report to funders and support future bids, ensuring the Local Authority is compliant with bid funding specifications.
Assist with developing Havering schools Traded Offer and extend to cross borders.	Admissions, Attendance and Inclusions Traded Offer expanded and extended cross border.

## Competency Profile

Competency	Level	Criteria to be Evidenced (Description)
Managing Personal and Organisational Change	B	<ul style="list-style-type: none"> <li>• Is open to new ideas and takes account of other people's points of view and ideas.</li> <li>• Contributes positively to the change process and sees change as an opportunity to improve performance and customer service</li> <li>• Recognises the impact of change on others and supports them through it</li> <li>• Uses an awareness of the bigger picture along with common sense to interpret and implement policy.</li> <li>• Identifies opportunities for change</li> <li>• Learns from experience and others and uses opportunities to acquire new skills and improve knowledge</li> </ul>
Empowering Leadership	B	<ul style="list-style-type: none"> <li>• Sets and communicates clear direction</li> <li>• Promotes a positive team environment</li> <li>• Trusts staff to deliver work once delegated appropriately</li> <li>• Secures necessary resources and support</li> <li>• Provides supportive environment and removes blocks to effective working to ensure well being</li> <li>• Encourages work life balance</li> <li>• Recognises and acknowledges success and good performance</li> <li>• Leads by example</li> </ul>
Achieving Results and Success	B	<ul style="list-style-type: none"> <li>• Assumes personal responsibility for achieving outcomes and making appropriate decisions and is considerate of others and their contributions</li> <li>• Monitors and evaluates own performance against targets</li> <li>• Develop new ways of working to achieve results</li> <li>• Demonstrates high personal standards as an example to others and delivers what they agree</li> <li>• Is consistently positive and remains focused and flexible when faced with competing demands and priorities</li> <li>• Allocates time and resources to reflect priorities</li> <li>• Seeks information to aid decision making</li> </ul>
Planning and Implementing	C	<ul style="list-style-type: none"> <li>• Develops, monitors and adjust plans as necessary</li> <li>• Leads projects and plans for resources required to deliver</li> <li>• Communicates the plans to appropriate staff/stakeholders</li> <li>• Uses appropriate range of tools and techniques to plan and manage the process/project</li> <li>• Focuses on results and delivers outcomes</li> <li>• Determination and commitment</li> <li>• Flexibility</li> </ul>
Respecting Others	C	<ul style="list-style-type: none"> <li>• Develops a culture of Equality and Diversity</li> <li>• Empowers people to achieve best practice in this area</li> </ul>

		<ul style="list-style-type: none"> <li>• Adapts to different audiences</li> <li>• Demonstrates integrity and consistency in decision making</li> <li>• Ensures team members value diversity</li> <li>• Demonstrates clear and consistent leadership in promoting equality and diversity</li> <li>• Ensures full access to services for all</li> <li>• Responds efficiently and appropriately where there is evidence of unfairness</li> <li>• Respects confidentiality wherever appropriate</li> <li>• Challenges inappropriate behaviour</li> <li>• Upholds a high standard of fairness and ethics in words and actions</li> </ul>
--	--	---

### **Additional Requirements:**

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
- Comply with Health and Safety Regulations associated with your employment.
- Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the council's databases, any breach of which will be regarded as subject to disciplinary investigation.
- You may be required to work at any Council site.
- Demonstrate a flexible approach in the delivery of work within the service area. Consequently, the postholder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.
- Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.
-