

ST RICHARD GWYN CATHOLIC HIGH SCHOOL, FLINT
JUNE 21

APPLICANT INFORMATION



INCLUSION MENTOR

Join us at St Richard Gwyn Catholic High School
and be a key part of our happy
and successful team
Inclusion Mentor



Start Date: 1 September 2021

Salary Range: G4

The Governors of St. Richard Gwyn Catholic High School are looking to appoint a highly-motivated, creative and innovative subject Inclusion Mentor. The successful applicant will manage and be responsible for the Emmaus Room, the school's inclusion area, and will support the work of the pastoral team in providing pastoral care for students. They will lead the school's restorative justice programme.

We welcome applications from candidates who are passionate and who are able to enthuse, engage and motivate learners. We intend to provide a rich programme of support allowing students to flourish.

St Richard Gwyn is a successful 11-18 mixed Catholic comprehensive school in the Diocese of Wrexham, serving the population of Flintshire, North Wales. With approximately 785 students on roll including the sixth form, the school has a strong ethos and is a vibrant Christian community. The school is located near the A55 and is easily accessible to north Wales and the north west of England.

Informal visits to the school are welcome.

If you would like to arrange a visit, please contact Mrs Jones, Business
Manager

email: kathryn.jones@strichardgwyn.flintshire.sch.uk or
telephone: 01352 736900

Please email completed applications to the Headteacher
email: catherine.mccormack@strichardgwyn.flintshire.sch.uk
Closing date for applications: **Monday, July 5th 2021 at 12noon.**

Please note that candidates must use the Catholic Education Service
application form available on the school website.

Job Description

Job Title	Internal Inclusion Mentor – term time only, 38 weeks
Grade	G04 £23,541 - £25,991 (actual £19,209 - £21,208)
Reports to	Assistant Headteacher
Liaison with	Teaching staff, support staff, students, parents,
Job Purpose	<ul style="list-style-type: none"> • To manage and be responsible for the Internal inclusion Area • To support the pastoral team in providing pastoral care
Duties	<ul style="list-style-type: none"> • To be responsible for the Internal inclusion Area (Emmaus Room), organising students when they arrive and ensuring students are kept on task. • To advise relevant staff of students attending inclusion each day, and to collect resources to support student work. • To liaise with parents and staff on students placed in the IIA, on the telephone and one-to-one meetings. • To maintain a strong discipline and work approach. • Monitor that the work and behaviour are meeting the required standard. • To supervise students during break and lunch in isolation if appropriate. • To prepare a daily report on each student on behaviour, attitude and work completed and share with appropriate staff. • To prepare and maintain spreadsheet showing when and how often each student is placed in the Emmaus Room each academic year. • To distribute updated spreadsheet to HODs & HOYs. • Promote positive student behaviour in line with school policies and keep students on task. • Liaise with staff and other relevant professionals and provide information about students as appropriate. • To respect confidentiality at all times. • Monitor behavioural referrals and entries in SIMS. • Help staff put in place strategies to improve behaviour, attendance and punctuality and to monitor and evaluate their effectiveness. • Investigate incidents; liaise with other staff, parents and external agencies as appropriate. • Ensure that students complete the restorative justice process and record the outcome • Undertake appropriate intervention activities in liaison with pastoral staff and external agencies
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of working with children in an education, health or social care environment Recent professional training in behaviour management and/or parent/carer support e.g. Webster Stratton training
	Knowledge of relevant policies and procedures	Good working knowledge of policies relating to behaviour, inclusion and ALN
	Literacy	GCSE Grade C or 4 in English or equivalent
	Numeracy	GCSE Grade C or 4 in Maths or equivalent
	Technology	Ability to use ICT communication and administrative systems effectively
Communication	Written	Ability to write detailed and complex reports, plans, and letters
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children and to exercise influence
Working with children	Behaviour Management	Ability to demonstrate a range of highly effective behaviour management strategies
	ALN	Knowledge of ALN strategies and policies, including IEPs, 'partnership plans etc.
	Curriculum	Knowledge and experience of developing individual education plans Ability to create and deliver training and workshops for parents/carers
	Child Development	Excellent understanding of child development and learning processes Ability to assess progress and
	Health & Well being	Understand and support the importance
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults

	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
General	Equalities	Display a sound understanding of equality issues
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

Letter from the Headteacher

May 2021

Dear Colleague,

Thank you for taking the time to find out more about St. Richard Gwyn Catholic High School and working here.

My ambition is that every student and member of staff thoroughly enjoys their time with us.

We are very proud of the extensive positive contributions our students make to their school and wider community and believe this demonstrates our students will be excellent citizens of the future. Our staff work very hard to help our students develop a wide range of exciting skills, and that our nurturing community ensures they are highly successful now and in their future. As a Catholic school, we are committed to ensuring that each member of our community feels loved and valued, recognising that each of us is unique, with our own gifts and talents to be nurtured.

A strong partnership with parents and carers is essential to the success and happiness of each student and the positive impact our school can make. My commitment is that every student at St. Richard Gwyn feels fully supported and seizes every opportunity, opening as many doors for them as possible.

I have very high expectations of myself, our staff and students and I expect all of us, inspired by the values of the Gospel, to try our very best. By ensuring our Gospel values are at the centre of everything we do, our students feel empowered and become resilient young people who play an active role in navigating their own futures. Our students are encouraged and equipped to develop skills that enable them to be leaders of their own learning and achieve their individual goals.

St Richard Gwyn CHS is a great place to work and offers all staff exceptional professional development opportunities through both school wide and bespoke programmes.

The school is committed to safeguarding and promoting the welfare of children and young people in its school. If you share our commitment to educational excellence and feel that you can make a difference during the school's next stage of development, we would love to hear from you.

To apply, please complete the Catholic Education Service application form. In your application you should address each of the points in the draft person specification. The post is not restricted to Catholic applicants.

Best wishes,



Catherine McCormack

About Our School

St. Richard Gwyn Catholic High School is a Catholic school in the Diocese of Wrexham, serving the population of Flintshire. We belong to the wider community of Catholic schools across the world, which are rooted in the traditions and heritage of Catholic education. The pupils and staff are hardworking and show great loyalty and commitment to their school. Behaviour and relationships are excellent and are steeped in our strong ethos of respect for all. We enjoy great support from our local community and our feeder parishes.

The role is significant and demanding and will provide excellent preparation for senior leadership. The successful candidate will be supported through a comprehensive package of professional learning and development opportunities locally and nationally.

Priorities

1. Catholic Life of the school

Continued affirmation of our ethos through the development of a new mission statement, excellent opportunities for pupil and staff faith formation, participation in liturgical and sacramental celebrations and action in service for social justice

2. Leadership and Management

To ensure robust and rigorous leadership at all levels to secure continuous improvement, high expectations and outstanding achievement for all.

3. Teaching, Learning and Assessment

A clearly articulated rigorous curriculum and the development of an exciting new curriculum rooted in Gospel values, supported by highly effective teaching, and informed by well-researched pedagogical approaches to strengthen learning and assessment.

4. Personal development, behaviour and well being

Strengthen and develop robust policies and practices to ensure highly effective support for pupils' spiritual, moral, social and cultural development, and their emotional, mental and physical, wellbeing and safety.

5. Achievement and Standards

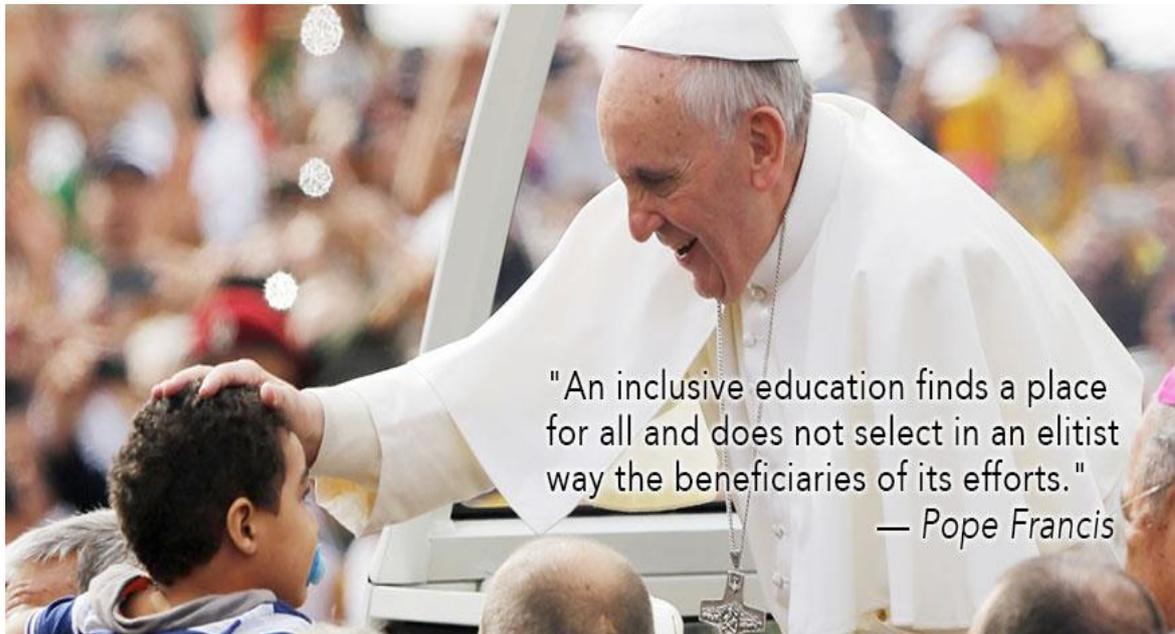
Have well established systems and process to secure excellent achievement and outcomes for all.

Safeguarding

SRGCHS is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure & Barring Service certificate will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education guidance.

Key Dates

Closing Date: Monday, 5th July 2021 at 12 noon



St Richard Gwyn Catholic High School
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Flint
Flintshire
CH6 5JZ
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