



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required as soon as possible.

## **Inclusion and Mentoring Officer**

37 hours per week term time

Salary: Grade 5

FTE £26,403 - £27,254, actual paid salary £22,928 £23,667 (pay award pending)

**Purpose:** Cannock Chase High School is a vibrant and ambitious learning community. We are seeking to appoint a Inclusion and Mentoring Officer with excellent ability to form positive professional supportive relationships with students.

**Responsibilities:** You will be line managed by the Inclusion and Mentoring Manager. You will help plan and initiate re-integration of students to a mainstream school, to help implement a successful package to enable students to activate and realise their potential. You will have a solution focused attitude and will liaise with colleagues across the school to resolve any challenges effectively and efficiently.

The successful candidate will contribute to developing excellent provision in the school inclusion team as well as providing high quality support for students and all stakeholders in, around and outside of school.

You will have experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances. You will be able to communicate effectively with staff and external agencies, and use Microsoft Office based systems. You will be able to prioritise your workload and work in a busy school environment. We are looking for someone who is dedicated and hard-working and will put the needs of all students and the smooth running of the school at the heart of what they do.

Cannock Chase High School is an 11–19 mixed comprehensive school with around 1100 students on roll. Students and staff are warm, open and supportive to one another and proud of their school. We were judged as 'Good' in our most recent Ofsted inspection and behaviour was described as 'exemplary'. Mutual respect is a key feature of our relationships here.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website: [www.cannockchasehigh.com/Jobs-at-CCHS](http://www.cannockchasehigh.com/Jobs-at-CCHS). All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at [headteacher@cannockchasehigh.cpm](mailto:headteacher@cannockchasehigh.cpm),

**Closing Date: Tuesday 14 April 2026 (3.00pm)**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

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Hednesford Road, Cannock, Staffordshire WS11 1JT Tel: (01543) 502450

Website: [www.cannockchasehigh.com](http://www.cannockchasehigh.com) E-mail: [headteacher@cannockchasehigh.com](mailto:headteacher@cannockchasehigh.com)

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE