CANNOCK CHASE HIGH SCHOOL

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

Required for January 2027:

Inclusion and Mentoring Manager – Maternity Cover

Grade 8, 37 hours per week term time (39.2 weeks)

Salary: Grade 8 SCP 22-27 (£34,811 - £39,481 FTE salary, £30 229 - £34,285 pro-rata paid salary)

(Actual salary dependent upon service and NJC pay award)

We are seeking to appoint a committed, resilient and highly organised colleague to lead our Inclusion and Mentoring provision, working alongside a dedicated team of pastoral, safeguarding and inclusion staff in a 'Good' school where behaviour is described as 'exemplary' (Ofsted, 2023). Cannock Chase High School is an 11-19 mixed comprehensive school with approximately 1,200 students on roll. Our values of **Teamwork, Responsibility, Integrity, Excellence and Resilience** underpin all that we do.

This is an exciting opportunity for an experienced professional who is passionate about inclusion and removing barriers to learning. The successful candidate will play a key role in supporting vulnerable students, overseeing alternative provision placements, managing support bases and mentoring programmes, and helping young people successfully access and thrive within mainstream education.

Under the direction of senior leaders, you will:

- Lead the day-to-day operation of the school's inclusion provision, support bases and mentoring programmes.
- Co-ordinate referrals, placements and reintegration programmes for students accessing additional support.
- Line manage Inclusion Support Officers and oversee targeted intervention programmes.
- Work closely with students, families, external agencies and alternative providers to secure positive outcomes.
- Monitor student progress, attendance, behaviour and engagement, ensuring effective support plans are in place.
- Co-ordinate quality assurance and review processes for alternative provision placements.
- Conduct and oversee assessments to identify needs and evaluate the impact of support strategies.
- Undertake home visits, alternative provision visits and multi-agency working as required.
- Maintain accurate records and reports to inform decision making and statutory requirements.
- Promote the welfare, safeguarding and inclusion of all students

We are looking for someone who:

- Has experience of working with young people in an educational or inclusion setting.
- Has experience supporting students with challenging behaviour, attendance barriers or complex needs.
- Possesses excellent communication, organisational and record-keeping skills.
- Can build strong relationships with students, families and external agencies.
- Has the ability to lead, motivate and support colleagues effectively.
- Demonstrates resilience, professionalism and a strong commitment to safeguarding.
- Shares our ambition that every student can achieve their potential.

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

- Application Guidance Notes
- Job Description and Person Specification

How to Apply

- Complete an Application Form along with an accompanying letter of application (of no more than two sides of A4).
- Applications are to be sent to reach the school by the closing date (e-mail applications are welcomed: Headteacher@Cannockchasehigh.Com).
- Within your letter of application, please state what experience you have of working with children and adults, any qualifications you have gained and why you would like to work in our school in this particular role.

Please refer to the full job description and person specification, which is available from the Headteacher at the school or via the website: https://www.cannockchasehigh.com/about-us/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.

Cannock Chase High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicant will be required to apply for an Enhanced Disclosure and Barring Service check.

Closing Date: Monday 16 November 2026, 3.00 pm (interviews will be held on 19 November 2026)
Once candidates have been notified that they have been invited for interview, references will then be requested.