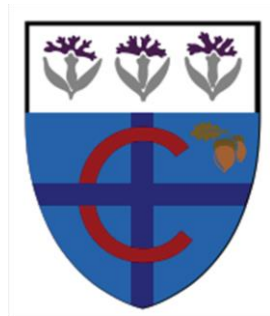


Family and Inclusion Mentor



Bishop Chavasse Primary School

Candidate Information Pack

Salary: KR5 (£25,252 FTE); actual starting pay £20,638

Days/hours: Mon - Fri; 8.30am-4pm

Contract: Fixed term for school year 2026-27

39 weeks a year: term time only + 5 INSET days

Start Date: 27th August 2026

Applications Close: Friday 26th June at midday

Interviews: Monday 29th June

Welcome

From Mrs Becks Hood, Headteacher

Dear Applicant,

Thank you for your interest in the post of Family and Inclusion Mentor at Bishop Chavasse Church of England Primary School. We are a two-form entry primary school which opened in September 2017 as part of the [Tenax Schools Trust](#).

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. Together with the Tenax Schools Trust, we are a school at the forefront of developing new approaches to teaching and learning.

I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own. Our dedicated and caring team has a wide range of experience who are looking forward to working with the successful candidate.

Please visit our [website](#) to gain further insight into our school. If you share our passion for providing excellence in education, inspiring young people and helping them reach their full potential we would love to hear from you. We encourage potential candidates to arrange a visit or telephone call ahead of submitting your application; please contact the school office on 01732 676040 or email recruitment@bishopchavasseschool.org.uk.

Kind regards,



Mrs Becks Hood, Headteacher

Vision and values of Bishop Chavasse Church of England primary school

'Fulfilling our potential, achieving excellence together.'

At Bishop Chavasse School (BCS) we are dedicated to ensuring every child's and every adult's potential is fulfilled, so we may achieve excellence together. Our passion is to build inspiring foundations to support the development of the whole person in a safe, happy, Christian family. This is the key to how we live our lives at BCS.



School vision

At the theological root of Bishop Chavasse Church of England School's Christian vision is the parable of 'The Wise and the Foolish Builder.'

"The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." (Matthew 7:25)

As a church school we believe that, like the wise man in the parable, those who are guided by the word of God in the bible and Trust in Him can become wise, compassionate and honest; be empowered to weather all storms, help one another flourish and make a difference in the world.

Bishop Chavasse School knows and values every wonderfully and uniquely created child and adult. Guided by our foundation as a Church of England school we establish firm foundations for our children to become resilient, curious, confident, community minded courageous advocates who flourish and thrive. We aim build on and support the development of the whole person in a safe, happy Christian environment.

We aim to inspire all in our school community to fulfil their potential through our high expectations and a broad, creative and inspirational curriculum; rich in opportunity to develop culture capital, have fun and partake in adventures. Everyone will develop an everlasting love of learning.



One of our prayer gardens at Bishop Chavasse

School core values

Our dedicated, passionate staff, supported by parents, governors and the Tenax Schools Trust are committed to nurturing our community to achieve excellence together in an environment where everyone is wise, Trustworthy and compassionate. We hope that pupils will be guided by our vision and supported in life through understanding the power of our values as they seek to make a positive difference to the world:

Wisdom Compassion Honesty

The Tenax Schools Trust - who we are and what we stand for

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust will also include schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

Partnership & Wider Contribution

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the Headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

Bishop Chavasse Primary School – Family and Inclusion Mentor: Role Description

Post Held: Family and Inclusion Mentor

Responsible to: Headteacher & SENDCo

Liaises with: SENDCO and Headteacher

Grade: Kent Range 5: (£25,252 FTE); actual starting pay £20,638

Hours: 8:30am – 4pm Monday - Friday

Main purpose of job:

- To engage with parents/carers and families to provide early intervention, support and guidance to increase engagement with the school and improve attendance and learning outcomes for pupils, particularly the most vulnerable.
- To support the SENDCO with administration and assessments across the school.
- To act as deputy DSL attending weekly DSL meetings and agency meetings as required.

Key responsibilities

- Build and maintain positive working relationships with parents/carers of children at school.
- Offer help and advice to parents/carers including promoting events in school and signposting to outside agencies, for example Family Hubs, Early Help, local food banks, Young Carers etc.
- Facilitate and deliver parent/carer workshops under the direction of the SENDCo
- Support school leadership in the development of policies and practices to improve the lives of all vulnerable families.
- Build up a comprehensive knowledge of families' needs so support can be signposted accurately and in a timely way.
- Offer support to children and parents/carers by being empathetic, approachable and a good listener.
- Be available for parent consultation evenings and transition meetings.
- To accompany the Headteacher on tours of the school for vulnerable families joining the school
- Liaise with the SENCo, teachers and other members of staff to create consistent relationships and effective dialogue between parents and the school.
- Keep and update safeguarding records and documentation In line with school policies.
- Be trained in safeguarding and be a Deputy Designated Safeguarding Lead.
- Be available to attend any relevant safeguarding meetings including CP, CHIN and EH and complete referrals to these agencies.
- Give close attention to early identification and prevention of low attendance; monitoring attendance of vulnerable children.
- Carry out home visits when necessary, in line with school policies.
- Any other duties and responsibilities within the range of the salary grade.

SEN assistant

- Support the day-to-day organisation of SEND provision using our assessment platform.
- Support the development and review of Personalised Plans
- Assist in coordinating interventions, including timetabling and staffing
- Maintain accurate and up-to-date SEND records
- Contribute to the development of SEND systems and processes
- Support with administration and coordination of referrals to external agencies

Deputy Designated Safeguarding Lead (DDSL)

- Support the lead DSL in safeguarding and child protection across the school
- Take part in strategy discussions and inter-agency meetings
- Contribute to the assessment of children where required
- Advise and support other members of staff on child welfare, safeguarding and child protection matters
- Liaise with relevant agencies such as the local authority and police.

Necessary experience

- Previous experience of working with children and families in the public, private/voluntary sector.
- Excellent written and verbal communication, listening and observation skills.
- Ability to deal with difficult/sensitive situations.
- Ability to manage confidential information in line with legal requirements and Trust policies
- Exceptional organisational abilities and accurate record keeping skills.
- Ability to facilitate parenting skills.
- Good inter-personal skills.
- Good standard of general education (Grades 4 (C) and above in GCSE in English & Maths or equivalent) together with good computing skills.
- Resilience in managing difficult conversations

Knowledge

- Sound knowledge and understanding of child growth and development.
- Knowledge of the parenting needs of children.
- Understanding of barriers to learning and engagement strategies.
- Understanding of, or capacity to learn a range of behaviour management strategies, including trauma informed behaviour management
- Demonstrate an understanding of confidentiality and safeguarding/child protection issues in a school setting.

Essential skills

- Willingness to undertake relevant training applicable to role
- IT proficient; a familiarity with well known computer systems such as Word, Excel and powerpoint and an ability to learn how to use school specific IT systems such as Arbor and CPOMS

This post is considered to be a customer-facing position. The school has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post-holders have a command of spoken English sufficient for the effective performance of the job requirements in this job description.

We offer:

- A rewarding role within a supportive and inclusive school;
- The opportunity to shape and develop a dedicated nurture provision;
- A committed staff team and strong leadership support; and
- Ongoing professional development opportunities.

Responsibilities with reference to the wider school:

1. Understand and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the roles of other professionals
5. Attend and participate in relevant meetings as required
6. Where appropriate develop a relationship to foster links between home and school;
7. Liaise, advise and consult with other members of the team supporting the children as appropriate
8. Contribute to reviews of children's progress as appropriate
9. Set a good example in terms of dress, punctuality and attendance
10. Undertake other duties from time to time as required by the Headteacher

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Guidance Notes for Applicants

Applications

Please send your completed application form to recruitment@bishopchavasseschool.org.uk or to Recruitment, Bishop Chavasse School, 2A Baker Lane, Tonbridge, Kent TN11 0FB.

We encourage you to visit or arrange a telephone call at our school before you apply. Any applicants who would appreciate an informal discussion should email the school office to book a mutually convenient time: recruitment@bishopchavasseschool.org.uk or telephone 01732 676040.

We look forward to receiving your completed application form.

Start date

This post is offered to start on Thursday 27th August 2026.

Position

This is a fixed term position for the school year 2026-27, term time only (39 weeks a year plus 5 INSET days).

Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

Supporting Statement

The application form asks for a statement in support of your application.

The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of a brand-new school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will

always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

If you are invited to interview you will be asked to bring documentary evidence of your relevant qualifications (excluding GCSE, "O" and "A" levels).

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications or SEN qualifications, please bring copies of these certificates to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare Disqualification Regulations 2009

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)