

## **Job Profile Part A: Job Description**

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<b>Job Title:</b>	<b>Inclusion Officer</b>
<b>Grade/Salary Scale:</b>	Band 4
<b>Team(s):</b>	Student Support/Pastoral Team

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### **Accountabilities**

**Reports to:** Heads of Year / Pastoral SLT lead

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### **School Mission Statement**

All members of staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing students' passions and interests and stimulating their intellectual curiosity;
- Continuously raising students' aspirations and self esteem;
- Intentionally developing Students' Leadership Award Skills;
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting student voice;
- Assuming responsibility (as required) as for the learning progress of a specific group of individual students;
- Ensuring high outcomes for a cohort of pupils

### **Job Purpose:**

Inclusion Officers provide a complementary service to the Year Teams as part of the Student Support Team by helping to address the needs of students who require additional assistance in overcoming barriers to learning. They work with a range of students who are at risk of under achievement at both ends of the achievement scale. Targeted students benefit from an enhanced level of individual or specialised mentoring provided by the Inclusion Officers on a short or medium term basis. Their support encompasses both Home and School and includes attendance and punctuality as well as behaviour and wellbeing.

### **Critical Responsibilities**

To carry out the following professional duties as circumstances may require and in accordance with the school's policies under the direction of the Headteacher, in particular:

- Assist in the educational and social development of targeted students in conjunction with the Heads of Year and under the direction and guidance of the Senior Leadership Team, including the SENCO.
- support students at risk of underachievement by working in partnership with school, parents/carers and community based professionals where relevant
- work closely with the SLT & SENCO to ensure the early identification of students who would benefit from enhanced mentoring and/or home/school support

- Complement the support provided by the Heads of Year by providing targeted short or medium term mentoring for students who are at risk of underachievement and address issues arising from attendance, punctuality, behaviour and wellbeing.
- provide help, guidance and support around positive behaviour strategies and parenting skills
- help identify the reasons for underachievement and help plan the strategies designed to remove barriers to learning and address the underachievement
- to provide direct support for parents and carers where barriers to learning are related to home/community
- implement strategies and support students/parents/carers in a way that protects and enhances self-esteem and confidence
- use a range of active listening techniques and solution planning strategies to help students/parents/carers problem solve and overcome problems
- model, coach and support others to deliver a range of group activities designed to target barriers to learning, these could use circle time approaches where relevant and include parent/carer support/coaching groups
- support the Heads of Year to incorporate strategies designed to overcome barriers to learning and support Form Tutors in future planning for students at risk of underachievement
- to have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement
- to respect parent/carers social, cultural, linguistic, religious and ethnic backgrounds
- to demonstrate and promote the Core Values, attitudes and behaviour expected from the students
- where relevant, guide the work of and provide professional support for other Form Tutors and liaise with the Heads of Year
- monitor attendance and punctuality of targeted students in conjunction with the Attendance Team and implement additional support designed to improve it
- working in partnership and networking with other professionals where relevant including social workers, family support practitioners, counsellors, mental health practitioners, CISS, Educational Welfare Officers, Careers Advisors etc
- supporting transition activities for targeted students moving into the area
- Attend SPSF meetings and re-admittance meetings alongside the Heads of Year/SLT. Ensure paperwork for SPSFs/re-admittance meetings is up to date and filed appropriately.
- Ensure all behaviour incidents and communication is recorded on SIMS
- Supervise the Internal Exclusion Room as per designated rota.

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### **General Responsibilities**

- To work collaboratively with colleagues, knowing when to seek help and advice
- Set a good example in terms of dress, punctuality and attendance
- Attend Student Support Team Meetings
- Ensure compliance of all activities with the relevant Health and Safety legislation
- Maintains confidentiality inside and outside the workplace
- Understand and apply school policies and be familiar with and operate within Child Protection protocols. Make referrals or seek advice from the safeguarding team when necessary.
- Be aware of possible emerging mental health issues in young people and seek support of the Mental Health First Aid team if necessary.

**Qualifications:**

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**Experience & Knowledge:**

- Good numeracy and literacy skills
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**Key Skills & Attributes:**

Essential

- Positive disposition to implementing the Schools' educational vision

Generic

- Able to develop genuine, empathetic relationships with young people
- High personal standards in terms of attendance, punctuality and meeting deadlines
- High level of personal organisation skills
- Good communication skills, both written and spoken
- Solution focused disposition and a positive attitude particularly to challenge and change
- Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all students
- Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education
- Able to work as part of a broader inclusion and student support system
- Ability to work as a team player and supportive of team working
- Ability and willingness to develop own understanding and capability through advice and training
- Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied and think clearly and calmly in an emergency
- Understanding of the principles of accountability and quality assurance to achieve best possible student outcomes

Specific:

- Understand be able to use the systems and tools designed to record and analyse attendance and punctuality
- Ability to build effective productive working relationships with parents/carers
- Ability to promote a positive ethos and role model positive attributes
- Understanding of solution planning techniques
- Passionate commitment and belief in the aspirations of inclusion and equality of opportunity for all students
- Working knowledge of relevant policies/codes of practice/legislation
- Experience of preparation of parent/carer support programmes
- Be familiar with Child Protection Policies and protocols

Samuel Ward has developed a framework for supporting effective practice which will be used to support staff professional development.

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