

JOB DESCRIPTION

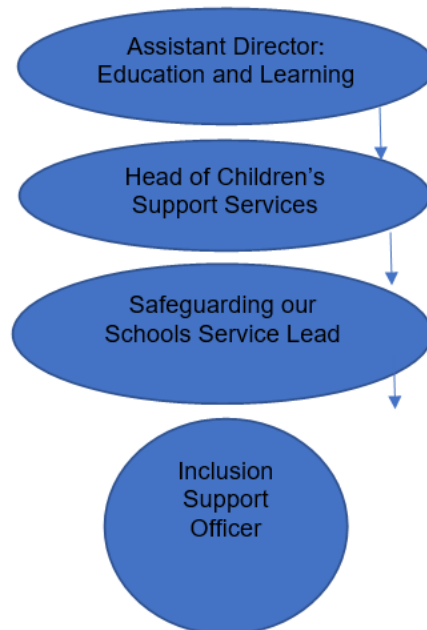


Job Title	Inclusion Support Officer		
Salary	£17,247.81 - £19,699.95 (pro rata for part time (25 hours per week) a Term Time Only plus one extra week		
Directorate:	People	Section/Location:	Education & Learning
Grade/Salary Range	BG-G	Work style:	Free

Key Objectives of the role

- To support the Department's work in improving outcomes for children and young people and raising the attainment of those at risk of exclusion.
- To promote the importance of inclusion for children and young people with complex vulnerabilities or behavioural difficulties which could lead to their exclusion from school.
- To contribute to the prevention of exclusion by working in collaboration with school and other professionals.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Providing support as appropriate during a permanent or fixed period exclusion which results in a meeting of the Governors Discipline Committee.
- Co-ordinating the Fair Access Process including managing the referrals and chairing meetings as required.
- Attendance at the SEN Intervention Panel and supporting the alternate provision processes.
- To respond quickly to support pupils and their parents/carers during the exclusion process.
- To support the transition of those Children and Young People moved by the Fair Access Panel.

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- Supporting the reintegration into a newly identified school through the liaison with school, other professionals, school staff, parents, carers and pupils.
 - To provide support for children & young people experiencing emotional and/or behavioural difficulties
 - To attend Pupil Planning Meetings and facilitate Team around the Child meetings where appropriate.
 - To liaise with Headteachers, staff in schools, the Pupil Referral Service, Education Welfare Officers and other colleagues and services/agencies as appropriate.
 - Demonstrating a commitment to the protection and safeguarding of children & young people.
 - Challenging inappropriate practice which would not contribute to safeguarding or inclusion.
 - Participate in regular supervision sessions, staff appraisal and in-service training.

Scope of role

Respond to and support the Local Authority schools

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

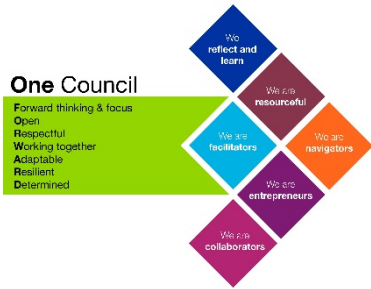
Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Degree level or equivalent and • Experience in education or social work, or • Teaching experience in secondary education 	<p>Appropriate further education training</p> <p>Solution Focussed Training</p>
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare • Knowledge of the education systems • Experience of working with children and young people in an educational setting and in 1-1 situations • Experience of working with Children and Young People who exhibit challenging behaviour, acute vulnerability and distress • Experience of multi-agency working • Knowledge, understanding & experience of child protection/safeguarding • Excellent verbal and written communication skills • Sound time management and organisational skills • Competent use of IT/Databases 	<p>Understanding of the issues relating to Children & Young People in Public Care,</p>
Work-related Personal Requirements	<ul style="list-style-type: none"> • The post holder must hold a full UK driving licence (or valid equivalent) and have vehicle available for work use. Non-UK licences must be converted to UK licences in the first six months of employment. • Commitment to the value of education • Ability to respond to urgent matters and meet tight deadlines 	
Other Work Requirements	<ul style="list-style-type: none"> • A satisfactory enhanced Disclosure and Barring Service check • The ability to converse easily with members of the public and respond effectively to questions in spoken English • This post is exempt from the Rehabilitation of Offenders Act 1974 	

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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.