

## JOB DESCRIPTION

### Job Details

Post Title	Student Support/Inclusion Officer
Responsible to	Line Manager

### Purpose of job

To support pupil wellbeing within the school and by extension, to parents/carers, addressing the mental and physical needs of pupils to overcome barriers to learning.

### Responsibilities

1. Provide support and advice to pupils (and to parents/carers) to promote their social care and personal development.
2. Assist in resolving relationship issues between pupils.
3. Maintain links with families/carers of pupils in need of additional support, liaising with external agencies as required. Act as the point of contact for sharing information.
4. Support initiatives and strategies to improve pupil behaviour.
5. Support the senior management team in the implementation of whole school plans, initiatives and strategies to improve pupil behaviour.
6. In line with agreed strategies and packages, provide support for pupils to reintegrate them into school following periods of exclusion/absence.
7. Organise the supervision of pupils excluded from or not otherwise working to a normal timetable.
8. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
9. To work with pupils who have poor attendance or are at risk of developing poor attendance and/or pupils to improve their behaviour for learning.
10. Be responsible for the development and monitoring of individual action plans.

Individuals in this role may also:

11. Manage finances within a budget and arrange funding for activities and events.
12. Assist in the supervision of pupils during out of school activities.

### Assessment and Reporting

Standard of work will be assessed by the Line Manager and as such the Student Support/Inclusion Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Student Support/Inclusion Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

Training and development will be given to ensure that the Student Support/Inclusion Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

## Communication

The Student Support/Inclusion Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

## Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

## Hours of work

The Student Support/Inclusion Officer is employed for 37 hours per week for 40 weeks (term time only)

## Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

## Performance Management

The Student Support/Inclusion Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### Appraisal

The Student Support/Inclusion Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

## Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.