



Affinity Learning Partnership Job Description and Person Specification

Post title:	Inclusion Officer
Accountable to:	Assistant Headteacher/Headteacher
Grade:	ALP 4
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To support the school's commitment to inclusion by working alongside the SENDCo and leaders to ensure that all pupils, particularly those who are vulnerable or require additional support, are able to access learning, achieve success and thrive within the school community. The Inclusion Officer will help coordinate and deliver interventions, support families, maintain accurate records and contribute to the effective implementation of SEND, pastoral and behaviour provision across the school.

KEY ACCOUNTABILITIES:

MAIN DUTIES

SEND SUPPORT

- Support the SENDCo in implementing provision for pupils with Special Educational Needs and Disabilities (SEND).
- As directed by Senior Leaders, deliver and monitor targeted interventions for pupils with identified low-level SEND needs.
- As directed by and with support from Senior Leaders, assist with the preparation, implementation and review of:
 - Sensory Diets and circuits
 - Social stories
 - Resources such as visual timetables, regulation plans
 - Support the use of and management of SEND provisions including the rainbow room, quiet room and regulation room
 - Pupil Learning Plans (PLPs)
 - EHCP provision maps
 - SEND support plans
 - Intervention plans
 - Annual review documentation
 - Asthma and medical care plans
- Monitor and support the tracking of pupil progress, including the use of the Continuums
- Support the organisation of meetings with parents and external agencies.
- Work with class teachers to ensure appropriate adaptations and support strategies are in place.

PASTORAL SUPPORT

- Support pupils with social, emotional and mental health needs.
- As directed by Senior Leaders, deliver pastoral interventions for low-level cases, including:
 - Emotional literacy support
 - Nurture programmes
 - Friendship and social skills groups
 - Self-esteem and confidence-building activities
 - Transition support programmes
 - Drawing and talking
- Act as a trusted adult for identified pupils.
- Support attendance initiatives and work with families where barriers to attendance exist.

BEHAVIOUR SUPPORT

- Support the implementation of the school's Behaviour and Relationships Policy.
- Under the direction of Senior Leaders, deliver targeted behaviour interventions and support programmes for low-level cases.
- As directed by and with support from Senior Leaders, assist in creating, reviewing and monitoring:
 - Behaviour plans
 - Regulation plans
 - Risk assessments
 - Reward charts
 - Behaviour communication cards
- Monitor behaviour records and contribute to identifying patterns and trends.
- Support pupils, with low-level cases, to develop self-regulation, emotional literacy and positive behaviour choices.
- Work alongside staff to implement agreed strategies consistently.

FAMILY AND COMMUNITY ENGAGEMENT

- Build positive relationships with parents and carers.

- Liaise with families regarding attendance, behaviour, pastoral and SEND support.
- Signpost families to appropriate services and support networks where appropriate including the regular use of social media and the school's platform for communication to promote and inform
- Attend meetings led by Senior Leaders with parents, contributing to discussions and communication regarding pupils' progress and wellbeing.

ADMINISTRATION AND RECORD KEEPING

- Maintain accurate, confidential and up-to-date records.
- Support the completion of documentation required for SEND, behaviour and pastoral provision.
- Under the direction of Senior Leaders, assist with preparing reports and evidence for meetings, reviews and referrals.
- Ensure records are maintained in line with school policies and statutory requirements.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.

- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: INCLUSION OFFICER

Education & Qualifications	Essential	Desirable
Good numeracy and literacy skills	✓	
A range of qualifications or experience in a relevant discipline	✓	
Experience		
Have experience of supporting children with low-level SEND, behaviour and/or pastoral needs.	✓	
Knowledge & Skills		
Demonstrate excellent communication and interpersonal skills.	✓	
Be able to build positive relationships with children, families and colleagues.	✓	
Be organised and able to maintain accurate records.	✓	
Show empathy, patience and resilience.	✓	
Be able to work independently and as part of a team.	✓	
Understand the importance of confidentiality and safeguarding.	✓	
Personal Attributes		
Be committed to promoting high expectations and inclusion for all pupils.	✓	
Be passionate about inclusion and improving outcomes for children.	✓	
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	

Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development.	✓	
Other		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	