



Family Inclusion Officer for SEND

Job Description

Responsible to: Headteacher/Assistant Headteacher/SENDCo

Scale: H5 9 – H6 19

Working pattern: 35 hours per week, Monday to Friday, TTO (8:30am – 4:00pm)

Main purpose

To provide high-quality administrative, coordination and family liaison support for the school's Special Educational Needs and Disabilities (SEND) provision. The post holder will ensure that all SEND records are accurate, compliant and up to date, maintain intervention tracking systems, coordinate pupil profile reviews, and work closely with students, parents/carers and staff to ensure effective communication and support for SEND learners. The role is pivotal in ensuring that SEND information is accurately recorded, reviewed and communicated, enabling students to receive appropriate support and achieve positive outcomes.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

SEND Administration and Data Management:

1. Maintain accurate and up-to-date SEND and PP records on the school's management information system (SIMS).
2. Input, update and monitor all SEND and PP student data, ensuring compliance with statutory requirements and school policies.
3. Record, monitor and track SEND and PP interventions using SIMS and other school systems.
4. Ensure intervention maps are maintained and updated regularly to reflect current provision.
5. Produce reports and data summaries for the SENDCo, senior leaders, governors and external agencies as required.
6. Monitor review dates and ensure all SEND documentation remains current and compliant.
7. Support the preparation and administration of Pupil Profile updates, Annual Reviews and other statutory meetings.

Pupil Profiles and Documentation:

1. Complete and maintain high-quality pupil profiles for all students on the SEND and PP register.
2. Ensure profiles accurately reflect students' strengths, needs, provision and outcomes.
3. Coordinate a rolling programme of pupil profile reviews throughout the academic year.
4. Gather and record meaningful student voice and parental feedback during review processes.
5. Work with teaching staff to ensure pupil profiles are accessible, understood and implemented effectively.
6. Ensure all documentation is completed to a consistently high standard and shared appropriately with relevant stakeholders.

Family and Student Engagement:

1. Act as a key point of contact for parents and carers of SEND students.
2. Build positive and productive relationships with families to support effective communication between home and school.
3. Facilitate opportunities for parents/carers and students to contribute to SEND planning and review processes.
4. Support parents in understanding SEND processes, provision and available support.
5. Liaise with external agencies where appropriate under the direction of the SENDCo.

Monitoring and Quality Assurance:

1. Track the effectiveness of interventions and support the SENDCo in evaluating impact.
2. Monitor completion rates and quality of pupil profiles and review documentation.



3. Ensure deadlines relating to SEND administration and reviews are met.
4. Identify missing information or gaps in provision records and take appropriate action to rectify them.
5. Contribute to the school's quality assurance processes for SEND provision.

General Duties:

1. Attend SEND, safeguarding and pastoral meetings as required.
2. Maintain confidentiality and comply with GDPR requirements.
3. Support the wider inclusion team in promoting positive outcomes for SEND and PP students.
4. Undertake other reasonable duties consistent with the grade and nature of the post.

Whole-school organisation, strategy and development:

1. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
2. Attend team meetings.
3. Participate in the Performance Management Process.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Responsible for the careful and safe use of standard IT and all other equipment.

Working with colleagues and other relevant professionals:

1. Ability to be a proactive team player.
2. Provides assistance to pupils on social, welfare and health matters.
3. Develop effective professional relationship with colleagues.

Management of staff and resources:

1. Works under the direction of the SENDCo.
2. Is creative in making decisions about adaptation of own work; more complex decisions referred to senior staff.

Professional development:

1. Undergoes CPD suggested and offered by the SENDCo.
2. Participates in selected INSET sessions.
3. Attend training including INSET sessions as advised.

Communication:

1. Communicates effectively with pupils, parents and their teachers to support learning and development; models and encourages acceptable behaviour.
2. Exchanges information with relevant third parties, staff and parents/carers.

Other:

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check