

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Social Inclusion Officer
Reporting to	Head of Year
Hours	16.5 hours per week/39 weeks per year
Grade/Point	D 8 to 12

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

The Social Inclusion Officer will be a pastorally focused practitioner who works to build strong relationships with young people and their families to support attendance and inclusion. They support young people through key transition points and lead or support group interventions. They use their knowledge of young people to signpost support within and outside of school and play a key role in SAMs (Supporting Achievement Meetings). Their detailed role will be agreed based on their area of expertise and experience, but they will have a specific case-load of work with key young people and their families and be a key point of contact with external agencies and partners.

This specific opportunity is suitable for internal candidates who wish to take this on alongside their substantive role.

Main Duties and Responsibilities:

Core duties and purpose:

- Contribute to the values and beliefs of the school and the Trust
- Provide strategic leadership and vision to the pastoral team in collaboration with pastoral leaders
- Consistently role-model and uphold a relational approach and hold colleagues to high standards in their own practice
- Act as a powerful advocate for young people in the school and in the wider community
- Share and embed trauma and relational practice across the school through modelling, coaching and training
- Oversee key transition points for young people
- Build deep contextual understanding of young people and use the knowledge to inform approaches and relationships
- Facilitate and enact personal development and social skills-based elements of SAM meetings and plans
- Providing direct parenting support and facilitation of parental education
- Act as Mental Health first aider and support wellbeing
- Supporting group interventions as directed by pastoral leadership e.g. young carers group, Rainbow groups etc.
- Work Experience support for statutory provision in KS4 and working with careers leads to support those at risk of NEET Feed into Team
- Around the School e.g. parent life /school gateway.
- Maintain a clean, tidy and orderly admin office.

Attendance and Safeguarding

- Work closely with the Designated Safeguarding Lead
- Work closely with the Strategic Attendance Lead to ensure the robust implementation of the school's attendance policy and practices
- Check daily attendance and start of the day punctuality of students across key stages
- Closely monitor and eradicate lateness to lessons
- Maintain accurate and up to date records for students and ensure efficient record keeping in line with statutory requirements
- Ensure that the pastoral team meets all its legal obligations, including compliance with Child Protection and Health and Safety regulations
- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- Ensure high levels of student attendance and punctuality in the pastoral team
- Work in close partnership with curriculum and inclusion leaders in the school including the SENDCo to ensure the highest quality provision for all young people

Behaviour and Culture

- Ensure a calm, purposeful learning atmosphere
- Ensure all students have high standards of behaviour and conduct, that they are rewarded, that they feel safe, that their talents are nurtured and developed
- Ensure and monitor continuously the impact of intervention plans with individual students
- Ensure that all students know that anything they report, e.g. occurrences of bullying, will be followed up robustly Be responsible for maintaining high standards of uniform within the House
- Ensure students know how to keep healthy and stay safe
- Devise and implement anti bullying strategies

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths • Requirement to participate in training/development as/when identified by line manager as essential for performance of the post • Willingness to participate in other development and training opportunities 	<ul style="list-style-type: none"> • First aid qualification • Business administration qualifications • Experience of working with and support SEND students • Experience of a range of intervention programmes in literacy and numeracy
Experience	<ul style="list-style-type: none"> • Mental Health First Aider • A good understanding of the secondary education system. • A good understanding of the different barriers to accessing education that children and young people face and how they can be overcome • Proven experience of impactful work with young people to support inclusion and belonging • Understanding of safeguarding issues and promoting the welfare of children and young people. • Level 3 Safeguarding trained, training will be provided to ensure this level is current • Experience in relational and trauma informed approaches • Experience of planning and leading 1:1 and group interventions 	<ul style="list-style-type: none"> • Additional SEND training/qualification • Experience of CPOMs online logging system for Child Protection. • Experience of delivering training and coaching to other adults

<p>Skills</p>	<ul style="list-style-type: none"> • Ability to communicate effectively, verbally and in writing • The ability to develop positive relationships with all young people • Excellent grammatical, spelling and punctuation skills. • Ability to manage time effectively • Ability to work on own initiative and to meet deadlines • Ability to work effectively as part of a team and work collaboratively • Strong organisational and planning skills 	<ul style="list-style-type: none"> • Ability to solve problems and find creative solutions
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Calm under pressure with a flexible and adaptive and highly professional approach to their work • Reliable and trustworthy • Embodies the Trust's vision and values • "Can do" attitude • Friendly persona • Awareness to and commitment to equality • Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Committed to personal and professional development • A belief in the ability of children and young people to achieve and overcome obstacles to their learning • Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).