



Inclusion Officer – Maternity Cover

Job Description

Job Purpose

To work under the guidance of Senior Staff and with an agreed system of supervision, to implement agreed work programmes with individuals/groups, in the inclusion classroom. This will include ensuring that students work hard with appropriate work for longer or shorter periods of time. This post is designed to support individual students in their learning and attainment as well as the whole school in the promotion of a safe, well-behaved learning environment.

Main Duties:

- Promote excellent student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Meet and greet student/s attending Isolation, or sent out of class, communicating expectations and administering their needs for that day/lesson.
- Use specialist (curricula/learning) skills/training/experience to support students.
- Provide high quality supervision and support for all students, especially those deemed as vulnerable, ensuring their safety and full access to learning activities and opportunities
- Assist with the development and implementation of Individual Education/Behaviour Plans, Parent contracts or other tools to support good behaviour and learning.
- Establish constructive working relationships with students and interact with them according to individual needs
- Promote positive attitudes towards diversity and resilience and inclusive attitudes towards others
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and independent study.
- Provide honest and targeted feedback to students in relation to learning and behaviour and follow up actions to quality assure success: Report any issues to the line manager.
- Provide and return work from teachers making sure the students have the relevant work for his/her lesson and annotate/correct as appropriate
- Assist with handover at lunch times.
- Ensure that isolation data and classroom-based interventions are accurately recorded on the SIMS database in accordance with established procedure
- To provide regular data analysis of the number of students attending isolation or receiving direct classroom support at the direction of the line manager
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Support positive achievements and ensure these are recorded and communicated to parents/carers
- Liaise sensitively and effectively with parents/carers as agreed with the line manager and the relevant Pastoral Team and participate in feedback sessions/meetings/calls with parents.
- Communicate with other agencies/professionals in liaison with the line manager/the Pastoral Team in support of the achievement and good progress of students
- Support the school's improvement focuses on literacy and differentiation by identifying needs and proactively intervening to meet them.
- Assist with the recording of daily detentions and isolations
- Use School systems to provide information to support Pastoral staff
- To provide extra administrative support to the Pastoral Team as required



All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures
- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies

Safeguarding

- All staff have a responsibility to ensure that all School Child Protection policies are adhered to and concerns are raised in accordance with these policies.

Security and data protection

- All employees are expected to work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

Other Duties

- All staff are expected to attend an Annual Appraisal, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the Head of Administration.
- Undertake any other reasonable tasks

Reporting lines

The post holder reports directly to the Senior Teacher

The post holder has no responsibility for managing other staff.



Person Specification

ESSENTIAL

Experience & qualifications

Experience in a learning environment (S, A)
GCSE English and Mathematics (9-4, A*-C) or equivalent qualifications (S, A, T)
Training/experience in a relevant area (e.g. social work, behaviour management, counselling, education etc) (S, A)
Experience of working with adolescents (S, A, I)

Knowledge

An interest in education (S, A, I)
Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services (I)
Knowledge of schools and issues relating to education (I)
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation (A, I)

Personal qualities and Skills

Ability to apply a range of behaviour management strategies (S, A, I)
Cheerful, positive and solution focussed attitude, especially towards young people and their needs. (I)
Proven ability to use own initiative and to work independently and to meet deadlines (T, I)
Ability to relate to and communicate well with students, their families and school staff (I)
Contribute towards and appreciate the importance of team work and mutual support (S, A, I)
Very good communication skills, verbal and written (S, A, I)
Effective use of ICT and other equipment/resources (S, A, I)
Ability to work under pressure and remain calm in difficult situations (I)
Ability to plan own workload and be aware of other colleagues' priorities (I)
Open to change and flexible in responding to changing needs (I)
Good ability to use discretion and have an understanding of the importance of confidentiality (S, A, I)
Self-reflective attitude and ability to identify own training and development needs and willingness to undertake relevant training (A, I)
Flexibility in terms of hours and location (I)

Safeguarding

Motivation to work with children & young people / in an educational setting (S, A, I)
Ability to maintain personal boundaries with children & young people (A,I)
Emotional resilience in working with challenging behaviours (A,I)
Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

DESIRABLE

Experience & qualifications

NVQ/level 3 equivalent qualification or experience in relevant discipline (S, A)
Higher qualification in English, mathematics or science or appropriate discipline (S, A)
Experience of working with schools ICT management systems (SIMs or equivalent) (S, A, I)



Skills

Driving licence and use of own car (A)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting



Terms & Conditions

This is a temporary contract to cover maternity leave arrangements, which could potentially be up to July 2027

Salary

The salary for this post is Grade 7. This is equivalent to an actual starting salary of £20,808 per annum based on 31.25 hours per week, term time only. The full-time equivalent pay is £29,064 per annum.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The post is for 31.25 hours per week, to be worked Monday to Friday, in line with the school day:

Monday & Thursday 8.15am – 4pm*

Tuesday, Wednesday & Friday 8.15am – 3pm*

*includes an unpaid lunchbreak

This post is term time only. There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Other

Thame Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure & Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and the requirements of the Immigration, Asylum and Nationality Act.