

Job Title and Grade	
Assistant Year Leader - Band 10	JOB ID; INCLUSION10
Possible local job titles	
Inclusion/Family Support Officer, Family Support Worker, Inclusion Officer, Outreach Officer	
Purpose of the role	
Work in conjunction with the senior school leaders to support and work with children and their families, including those which are vulnerable. This specifically includes attendance, behaviour, supporting the social and emotional needs of pupils, and building engagement with families within the school community.	
Responsibilities	
Under the guidance and direction of teaching staff and/or senior colleagues;	
<ul style="list-style-type: none"> • Follow up lack of response to first day contact and other contacts by undertaking home visits or meeting parents/carers in school and offering the appropriate family support. • Analyse information and data to identify and work with pupils who have poor attendance and implement strategies with the family to overcome any highlighted barriers. • Prepare reports on attendance for the senior leadership team and governing body • Ensure the maintenance of accurate and factual records. • Analyse behaviour records and implement the appropriate support or advice where necessary. • Disseminate good practice to colleagues and families with regard to behaviour management strategies. • Engage in the personal development of identified vulnerable pupils in the role of a mentor. • Develop links with pupils who are transferring into the school to promote the school ethos. • Play a key role in the transition of vulnerable pupils moving into Secondary Education. • Manage identified school caseloads and maintain casework documentation • Liaise with teachers to gather appropriate information for appropriate dissemination at meetings. • Working within a framework of supervision, contribute to the creation of strategies and action plans for vulnerable pupils and their families. • Support, challenge, motivate and provide information or training to parents/carers to increase their capacity for parenting. • Support the identification of alternative provision for pupils with persistent absence • Work in partnership with external agencies to signpost support and make referrals where appropriate • Develop initiatives and campaigns focussed on parental responsibility measures and school attendance. • Develop and deliver a programme of family-related activities to meet the needs of the school community. • Raise the profile of the school in the community • Advise on effective support for vulnerable pupils to school staff and families and disseminate good practice. • Provide advice and guidance to senior colleagues in respect of latest developments in policy and practice. • Maintain a detailed knowledge of pertinent school policy and procedure in the specialist area. 	
Indicative Knowledge, Skills, Experience	
Working at or towards national occupational standards (NOS) for supporting teaching and learning and knowledge / skills/experience equivalent to current learning, development and support services (LDSS) for children, young people and those who care for them national qualifications level 4 or equivalent.	
School Ethos	
<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. 	

- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.