

Inclusion Officer (Alternative Provision)

NJC Pay Range	Band F
Responsible For:	Coordinate In-School and External Alternative Provision
Responsible To:	Alternative Provision Leader

Main Purpose of the Post

- To support the day to day provision for young people of the alternative provision to ensure it is graduated in response, restorative and meets the needs to secure positive outcomes and progression routes
- To work in collaboration and liaise with the curriculum/area leaders, parents, pastoral and multi agencies to ensure exceptional learning experiences are implemented; ensuring that all children are being supported to achieve their potential.
- To contribute to the professional development of others regarding strategies and approaches to support young people with SEMH needs.
- To raise awareness of SEMH across the Academy and contribute to implementing strategies that are restorative and enable students to access learning in and out of the provision.

Key Areas of Responsibility

- To support the successful implementation of the alternative provision to ensure learners have opportunities to thrive.
- To be an advocate for students accessing the alternative provision and be part of developing a collegiate understanding through training opportunities.
- To actively monitor and track progress of identified groups who access our resourced alternative provision as well as external providers.
- To work within clear systems to track, monitor and follow up on the progress and attendance of young people who attend the provision (as well as off-site provisions).
- To work collaboratively with subject leaders, teachers and other professionals to monitor and track the progress of students who attend the Exceed provision.
- To establish common standards of practice; with regards to mindfulness, self-care and therapeutic practices, strategies to support exceptional teaching and to offer support and guidance to staff to embed strategies within the classroom and broader.
- To work with the Leader of Alternative Provision/Inclusion Officer/ SENDCo/Safeguarding team/VLN team to identify students for interventions ensuring a graduated response to provision is implemented and tracked robustly.
- To create, implement and deliver bespoke provisions and interventions for children who access Exceed that are differentiated and support young people to achieve their potential.
- To plan and deliver projects or enrichment opportunities, including trips that develop vocational skills of our students.
- To provide in lesson support to ensure children in the alternative provision can fully access learning.
- To establish relationships with families and work in collaboration with parents/carers.

- To work alongside the AP lead in developing links with external agencies to support students in Exceed as well as external provisions.
- To contribute and be part of a wider network of professionals across the Local Authority working within Alternative Provision.
- To participate in CPD opportunities to further develop understanding of AP and SEMH needs, which can be promoted to wider staff.
- To provide the Lead for AP with relevant information relating to the departmental performance and development.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties. The post holder is required to ensure they have the appropriate business insurance to meet the requirements of the post.
- There may be occasion when the post holder is required to work flexibly outside normal contract hours to meet the needs of the academy.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Supplementary Information

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively coordinate own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and coordinate the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.

- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.