



Colonel Frank Seely Academy

INCLUSION OFFICER

Job Description

Location: Colonel Frank Seely Academy, Flatts Lane, Calverton, Nottingham NG14 6JZ

Salary: Redhill Academy Trust Teachers Pay Scale, Band 9, Scale Points 41-45

Hours of work: 37 hours per week, term time only (Mon - Thurs 08:00 – 16:00, Fri 08:00 - 15:30)

Responsible to: Pastoral Assistant Headteacher

Post objective: To work with the Inclusion Team to manage the behaviour of students on a day-to-day basis.

Main Duties and Responsibilities:

- To resolve day-to-day behaviour issues including sanctions and rewards, communications with staff and parents.
- Implement effective strategies with individual students, teachers, and families to remove barriers to success.
- To support the learning programmes and reintegration packages for students in the Compass
- To support and implement the Trust Behaviour Policy, including recording, tracking, and monitoring interventions as part of a team.
- To work with the Pastoral Team to ensure the monitoring and safeguarding of Alternative Provision students.
- To contribute to the successful running of RESET.
- To work as part of a team to lead/develop individual behaviour support plans.
- To work as part of a team to lead/develop wellbeing and mental health support for students and ensure implementation and monitoring of effective mental health support/wrap-around care/wellbeing support.
- To work under the MHSL to signpost students and parents effectively with mental health and wellbeing signposting and strategies.
- To work as a team to refer to Early Help and implement Early Help Strategies. To record and monitor these strategies.
- To work with the Pastoral Team to develop Multi-Agency support packages.
- Under the guidance of the Pastoral Leaders, to complete external agency referral forms and attend relevant meetings such as Early Help, CAMHS (and CAMHS trailblazers), School nurse, and Child Protection meetings as directed by the Pastoral Team.
- To record, track, and monitor referrals to ensure effective and timely outcomes and actions and ensure effective analysis of incidents and strategies for students and groups.

- To work with the Pastoral Team on Mentoring Programmes and post-exclusion intervention.
- To be able to support students that have poor attendance or anxiety-related issues.
- To train as Safeguarding Lead as part of a team and keep regularly updated with appropriate training requirements.
- To attend Parents' Evenings when necessary.
- To support lunchtime academy supervision.

General

- Liaise effectively and timely with teaching and operational colleagues over matters relating to the Inclusion Officer and whole-school issues.
- Liaise with parents and external organisations both verbally and through written communication.
- To always maintain confidentiality in respect of academy-related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.
- Understanding of the particular needs of vulnerable students, including those associated with behavioural, emotional, and social difficulties.
- Secure commitment to a clear aim and direction for each student.
- Be prepared to undertake First Aid training and be part of the First Aid team.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.



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Person Specification

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none">Ability to plan, implement and monitor strategies and interventions to help support students.To be able to track and record information using Excel and Word.Ability to complete successful referral forms for outside agency support.Understanding of safeguarding and promoting the welfare of children issues.	
Personal Qualities	<ul style="list-style-type: none">Effective communication skills with all stakeholders.Ability to work 1-1 and with a group of students to support their wellbeing and/or behavioural needs.Ability to motivate students.Ability to support the process of change and work effectively in a team, accepting responsibilities where delegated.Ability to prioritise, plan, and organise	