

Job Description

Title of post	Inclusion Officer
Salary	NSAT Grade G, SCP 13-16 (£26,873 - £29,269). Actual salary: £23,038.41 - £25,092.52.
Hours of work	37 hours per week (Monday to Thursday 08:00am – 4:00pm, Friday 08:00am – 3:30pm) TTO plus 5 Training Days (<i>All working patterns can be discussed including part time, split days and job share</i>)
Line manager and responsible for reviews	Inclusion Manager

Purpose of the Post

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. To fulfil the professional standards expected of all teachers and thereby create effective and stimulating opportunities for learning that enables the development and progression of all learners.

Under the direction of the Inclusion Leader, support the day-to-day inclusion and safeguarding systems and processes across the Academy, ensuring total consistency, efficiency and rigour in approach. Provide high quality mentoring to students within the Academy, taking ownership for the success of the interventions provided. Support the Inclusion & Safeguarding Leaders in ensuring that all students within the Academy are safe and well looked after.

Working closely with colleagues and other services to support students' mental health and well-being. Responding to safeguarding issues both and in and out of school, in the community and in pupils' homes. Acting DSL both in school and in the community

Key Responsibilities

Lead on the updating of all data management systems within SEND, ensuring individual student passports, IEPs, provision maps and interventions are logged, tracked and monitored.

- Manage the administration of the EHCP annual reviewing processes including all liaison with the local authority, parents, alternative providers and other professional services.
- Plan, prepare, and minute all SEND related meetings including those with professionals from the Inclusion Hub and those in the EHCAR process.
- Oversee the timely completion of consultations in line with statutory regulations and timelines.
- Organise and oversee the key worker allocation and quality assure the communications between staff and parents.
- Maintain records of EHCP income and expenditure, particularly in relation to Element 3 top up.
- Work as a Child Protection Officer, updating the CPOMS child protection database, ensuring that all reported incidents are triaged so as to be dealt with efficiently.
- Provide intervention and/or mentoring to students in need of personalised support for SEMH.
- Maintain an in-depth knowledge of all students in the Academy who have Inclusion needs, sharing information where appropriate with class teachers and other colleagues within the Academy.

- Contribute to 'Individual Pupil Risk Assessments' and support colleagues to ensure that they are kept up to date and reviewed regularly so that they remain fit for purpose.
- Coordinate Access Arrangement assessment and associated administrative tasks, liaising with external assessors and exams coordinator.
- Rigorously investigate the whereabouts of all missing students reported by the Attendance or Behaviour team.
- Initiate and oversee 'Early Help Plans' as required.
- Facilitate counselling services for students in need of support and or refer students to Just B and EMHP as appropriate.
- Helping arrange alternative education for pupils who are excluded from school.
- Making referrals to other agencies, such as social services, health professionals or the careers service.
- Relentlessly seek to support the inclusion and safeguarding needs of young people at the Academy in order to meet targets set by the Principal and Local Governing Body.
- Assess the needs of students and use detailed knowledge and specialist skills to support student's learning and positive behaviour development. Put in place actions which support students but do not undermine the Positive Relationships policy.
- Develop relationships with students identified as needing particular support in order that academic and personal development progress targets are met.
- Liaise with parents and staff on student inclusion and welfare matters keeping them informed of pertinent changes and updates.
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff including interaction logs for students on the Tier system Liaise with and organise support as required with external agencies and partners.
- Work with Primary Schools to support the Transition of vulnerable / high need students to the Academy.
- Provide the Inclusion and Safeguarding Lead with regular comprehensive updates on inclusion / safeguarding matters in respect to students on personal caseloads, seeking advice and guidance where required.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Academy Head
- Attend middle and senior leadership meetings as required by the Academy Head.
- Complete AM, Break, Lunch and PM duties as required by the Academy Head

Accountability and Key Performance Indicators

- Accountable for ensuring that students are safe and well looked after across the Academy.
- Accountable for taking the correct action in relation to safeguarding concerns and documenting this accurately.
- Accountable for ensuring the success of mentoring / support programmes delivered as part of the role of Inclusion and Safeguarding Officer.

Personal Responsibilities

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout the Academy and wider NSAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.



- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Special Conditions of Service

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.