

Job Description

Job Title: Inclusion Officer
Reporting to: Therapist Lead and Principal
Working with: Leadership team and all staff

General responsibilities:

- (1) The education and welfare of designated classes or groups of learners in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the Nightingale Community Academy's aims, objectives, schemes of work, and policies.
- (2) To share in the corporate responsibility for the wellbeing and pastoral care of all learners.
- (3) To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

Specific Duties

1) Inclusion and Learner Support

- Identify and support learners who require additional help to overcome social, emotional, behavioural, or learning challenges.
- Develop and implement individual inclusion plans in collaboration with staff, families, and external agencies.
- Monitor and review learners' progress and wellbeing, adapting strategies and interventions accordingly.
- Deliver or coordinate targeted inclusion interventions (1:1 or group-based), supporting personal development and school engagement.

2) Therapy and Emotional Wellbeing Support

- Provide or coordinate access to therapeutic support for learners (e.g., talking therapy, art therapy, play-based interventions, emotional regulation sessions).
- Work in partnership with external therapists, CAMHS, and in-house wellbeing teams to ensure learners' therapeutic needs are addressed.
- Assist in the assessment of learners' emotional needs and contribute to mental health and wellbeing strategies across the school.
- Maintain confidential therapy session records and contribute to relevant wellbeing reports as appropriate.

3) Whole-School Inclusion Practice

- Champion inclusive education and emotional wellbeing across the school community.
- Support the implementation and development of school policies related to inclusion, therapy, SEND, and behaviour.
- Contribute to staff training on trauma-informed, inclusive, and therapeutic approaches to working with learners.

4) Staff and Multi-Agency Collaboration

- Work closely with teachers, pastoral staff, SENCO, and external professionals to ensure a joined-up approach to supporting learners.
- Attend and contribute to safeguarding, EHCP, and multi-agency meetings.
- Share effective strategies and interventions with school staff and provide day-to-day guidance in managing complex learner needs.

5) Family Engagement

- Build strong relationships with parents and carers, acting as a key liaison for those whose children access inclusion or therapeutic support.
- Support families in understanding and responding to their child's needs.
- Signpost families to external therapeutic or mental health services where appropriate.

6) Monitoring, Evaluation & Reporting

- Maintain accurate records of all interventions, therapy sessions, and inclusion plans.
- Track and analyse the impact of inclusion and therapeutic interventions on learner outcomes.
- Provide regular updates and reports to the SENCO/Inclusion Lead and contribute to strategic planning.

7) Professional development

Attend school based in-service training.

Deliver in-service training to colleagues as appropriate.

Take an active part in identifying and working on one's own professional development needs.

8) Whole-school responsibilities

To contribute to the school improvement planning and school self evaluation process as appropriate

To be an active member of a faculty/departmental team

Participate in the Appraisal process agreed in the Academy, in line with national guidelines.

The post-holder may be required to work in different provisions within the Academy Trust, following discussion.

To comply with all Academy policies and procedures.

To play a full and active part in the life of the school.

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General notes

(1) Job descriptions are to be reviewed annually.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

(3) Nightingale Community Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.