



Job Description

Job Title: Inclusion Officer

Location: South Nottinghamshire Academy

Salary: The Redhill Academy Trust Pay Scale, Band 9

Hours of work: 37 hours per week (Term Time Only)
08:00 – 16:00 Monday to Thursday & 15:30 finish on a Friday
(half an hour incorporated for lunch)

Responsible to: Inclusion Manager

Post objective: To work within the inclusion team to manage the behaviour of students on a day to day basis.

Main Duties and Responsibilities

- To work with the Senior DSL and wider safeguarding team and to take an operational lead on day to day safeguarding issues.
- To ensure that accurate records are kept on the school's safeguarding system - CPOMS.
- To attend internal and external meetings relating to safeguarding issues when required and to share this information with appropriate colleagues.
- 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 Curriculum Support Unit (CSU).
- To support and implement the Trust Behaviour Policy, including recording, tracking and monitoring interventions as part of a team.
- To work as a team to ensure the implementation of the Trust Behaviour Policy and the running of the Trust Alternative Provision intervention.
- To work with the Inclusion Manager to ensure the monitoring and safeguarding of Alternative Provision students.
- To contribute to the successful running of the CSU and Isolation Room.
- To work as part of a team to lead/develop individual behaviour support plans.
- To work as a part of a team to lead/develop wellbeing and mental help support for students and ensure implementation and monitoring of effective mental health support/wrap around care/wellbeing support.

- 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 Inclusion Manager to develop Multi-Agency support packages.
- 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 Inclusion Manager.
- 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 Inclusion Manager on Mentoring Programmes and post exclusion intervention.
- To be able to support students that have poor attendance or anxiety related issues.
- To support the LAC designated teacher with LAC provision including writing PEPs, provision plans and effective communication with all stakeholders, including attending LAC and PEP meetings.
- To train as Deputy Safeguarding Lead as part of a team and keep regularly updated with appropriate training requirements.
- To attend Parents' Evenings when necessary.
- To support lunch time academy supervision.
- To run a school detention twice weekly as part of the Inclusion.

General

- Liaise effectively, and within a timely manner, 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 maintain confidentiality at all times 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.

Skills and Knowledge Required

- 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.
- Ability to plan, implement and monitor strategies and interventions to help support students,
- Effective communication skills with all stakeholders.
- Ability to work 1-1 and with a group of students in order to support their wellbeing and/or behavioural needs.
- To be able to track and record information using excel and word.
- Ability to complete successful referral forms for outside agency support.
- 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.
- Understanding of safeguarding and promoting of welfare of children issues

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