

Inclusion Officer

Job Description

Job Title	Inclusion Officer
Grade	Band C, Point 13-17
Reports to	Deputy Headteacher
Liaison with	Teachers and other school staff and parents/carers
Job Purpose	<p>To assist the Senior Leadership Team/Head of Year in meeting the individual needs and managing pupils.</p> <p>To overcome barriers to learning using a range of techniques, including pupil support, focusing on the academic, social and emotional wellbeing of the pupils.</p> <p>To support pupils with emotional and social needs in line with codes of practice and school policies and procedure.</p> <p>To support pupils in school, community and home settings and provide regular ongoing assistance to support inclusion.</p>
Duties	<ul style="list-style-type: none"> • To assist the Deputy and the Assistant Headteacher/Head of Year in monitoring the academic, social and emotional wellbeing of pupils within a year group. • To liaise with parents and outside agencies and attend multi-agency meetings as appropriate to support the common assessment framework (CAF) process. • Supervising work that has been set in accordance with the School policy. • To assist with behavioural call outs/ referrals • Promote positive values, attitudes and good student behaviour, dealing with conflicts and incidents. • Manage pupils who are showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school including visibility. • Establishing productive working relationships with pupils using methods to encourage pupil engagement and participation in activities. • To lead in the effective supervision of students, and to ensure the Reflection room runs smoothly. • To support student during break and lunchtimes to maintain high expectations during social periods across the school • To ensure work is effective, collated and provided and that pupils complete it in the Reflection room. • To maintain high expectation of students in the Reflection room.

	<ul style="list-style-type: none"> • To ensure pupils are reflective about their behaviour whilst in the Reflection room, through appropriate pastoral modules and tasks. • To provide opportunity for restorative actions to take place in reaction to breaches of the expectation policy • To offer support, guidance and mentoring for pupils • To liaise and develop effective communication with parents, building positive relationship and effective home school liaison • To provide advice and support for pupils returning to school after a long period of absence, or after a fixed term suspension • To be responsible for resources in the Reflection Room • Ensure accurate record are maintained for all student placed in reflection • To liaise with other schools to arrange periods of external reflection.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

THAMES
PARK

