

Job Description

Job Title: Inclusion Officer

Reporting to: SENDCO

Grade: 8

Overall purpose of the post:

To ensure the academy fully adheres to the SEND Code of Practice, especially Section 6 and Section 9.

To support the SENDCO and SEN Officer to identify and address the SEN needs of the students.

Embed Wave 1, 2 and 3 interventions across the school to ensure full inclusivity for the disadvantaged and vulnerable groups of students.

Main Duties and Responsibilities

- Support the creation of plans for those students that are either transitioning towards an EHC Plan or application for higher needs funding, where appropriate;
- To arrange and develop effective plans and assessments, Individual Health Care Plans, Behaviour Plans etc., for students for whom this is required, and monitor that these are actioned and reviewed;
- Ensure SEN Support Interim Reviews are arranged, robustly completed and recorded within the Send Code of Practice timeframes, ensuring that appropriate parties are invited;
- Ensure Reviews of student outcomes and targets are undertaken each term;
- To keep all academy IT recording systems up to date with SEN information;
- Ensure all Individual Health Care Plans, Risk Assessments and PEEPs are completed for vulnerable students;
- Ensure that all students on the SEN Register have a robust One Page Profile that is quality assured and holds detailed information, including strategies to assist teaching staff;
- Ensure the needs of all SEND students are met by effective deployment of resources, including the PLC and Teaching Assistants where appropriate;
- Undertake performance management of the PLC Manager and other staff where appropriate;
- Provide training, advice and guidance for staff across the academy;

- Work with identified SEN Support and vulnerability in small groups, in class, individually or according to need;
- Keep the SEN Register up-to-date and ensure that SIMS is accurate before every census return date;
- Support the Early Help Assessment, CP, CIN, LAC and vulnerable student processes;
- Gather information to plan and support a successful transition process for students;
- Make appropriate referrals and work in partnership with external professionals to meet student's needs and aid assessment;
- Monitor progress across the curriculum and prepare personalised intervention for students, recording appropriately on academy IT systems;
- Assist the SENDCO with establishing effective, consistent behaviour systems within the Inclusion area, upholding the academy's learning culture and supporting colleagues;
- Support the Inclusion Team with Alternative Provision processes
- Support with ensuring the Exam Access Arrangement process is compliant with JCQ Regulations;
- Manage the Exam Access Arrangement referrals and complete form 8 Section A of the Form 8 to inform the qualified Assessor's testing;
- Ensure effective communication with parents responding to parental concerns and alerting SLT and colleagues as necessary;
- Work in partnership with parents/carers to support students in developing positive behaviour patterns by supporting the reintegration processes;
- Contribute appropriate information and support processes regarding the academy Vulnerable Register through the Inclusion Meetings

Additional Responsibilities

- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.