



Northern Education Trust – Job Description

Job Title:	Inclusion Centre Support Officer (tier 1)	JE Reference	JE392
Base:	Inclusion Centre (Denton Community Academy)		
Reports to:	Inclusion Centre Manager	Grade:	Grade 5, SCP 16-18
Service responsibility:		Salary:	£30,518.00-£31,537.00 pro rata salary £26,963.00-£27,863.00
Additional:	Some travel may be required.	Term:	37 hours, 39 weeks

JOB PURPOSE

- To work as part of the Inclusion Centre team to promote the Learning and Welfare of vulnerable students
- To manage the Tier 1 provision and providing students with a continuation of their curriculum and specific short-term support

JOB SUMMARY

1. To contact parents informing them of individual students' behaviour or suspensions as part of effective lines of communication between the inclusion centre and home
2. To liaise with the relevant staff in academies on actions to be taken
3. To utilise the MIS and other systems to track the attendance and behaviour of targeted students
4. To utilise information through the live booking system in advance of a student placement to ensure students can be supported effectively.
5. Supporting parents and students in crisis, liaising with identified personnel
6. To arrange for units of work when necessary and/or specific skills development with individual students to be provided
7. To monitor the behaviour and progress of these students during the placement
8. Delivering courses relevant to students through pre-prepared resources
9. To support successful transition back into school following a robust reintegration meeting with the student
10. Liaise with external agencies to find appropriate pathways for the students involved to ensure the vulnerable students are provided with the best possible education
11. Liaise with the DEEP support team in academies to improve student's behaviour, self-esteem, achievement, attainment and aspirations
12. To attend any relevant meetings in person or line where appropriate to support the student.
13. Establish, develop and maintain effective and supportive mentoring and other supportive relationships with children and young people and those engaged with them

14. To manage the supervision of vulnerable pupils with specialist intervention such as sexual health, anger management and analysing their choices regarding behaviour
15. To support the sharing of information between local agencies, academies, authorities and other learning managers, and be the single point of contact for accessing a range of community and business-based programmes and specialist support services, for example the social and youth services, the education welfare service, the probation and youth offending services etc.
16. To work collaboratively with local agencies, e.g. the bridge, training providers etc. to offer complementary programmes of support for students in Academy where applicable
17. Develop, agree, implement and review a time bound action plan with individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Developing SMART targets and activities to remove barriers to learning
18. To support, direct and encourage pupils to undertake further education, apprenticeships or employment after compulsory education
19. To comply with the academy policies and procedures at all time
20. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

GDPR

1. To adhere to GDPR and data protection regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: