

## Job Description

<b>Post:</b>	<b>Inclusion Officer</b>
<b>Pay Scale:</b>	<b>Grade 6 SCP 19-24</b>
<b>Hours</b>	<b>37 per week term time only, plus 5 days during periods of school closure, worked in accordance with service requirements.</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Main Location:</b>	<b>School Based</b>

## Main Duties

The Inclusion Officer at St Gabriels RC High School plays a crucial role in supporting the school's commitment to providing an inclusive and nurturing environment for all students. The primary focus of this position is to coordinate and deliver targeted interventions and support for vulnerable students, including those who are disadvantaged, looked after children (LAC), previously looked after children (PLAC), and those with special educational needs and disabilities (SEND). The Inclusion Officer works closely with the school's leadership team, teachers, and external agencies to ensure that all students, regardless of their background or needs, have the opportunity to thrive and reach their full potential.

## Key Responsibilities and duties

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#### Coordination and Support for Vulnerable Students

- Serve as the designated PLAC and LAC coordinator, ensuring that these students receive the necessary support and advocacy to address their unique needs
- Provide targeted support and interventions for disadvantaged students, including those eligible for Pupil Premium funding, to help them overcome barriers to learning and progress
- Coordinate the provision for non-attenders, working closely with the school's attendance team to reintegrate students and support their successful return to school
- Offer one-to-one and small group mentoring to students, focusing on building resilience, self-esteem, and positive attitudes towards learning

#### Safeguarding and Welfare

- Maintain Level 2 safeguarding training and expertise, working closely with the Designated Safeguarding Lead (DSL) to promote the best interests of all students
- Contribute to the school's safeguarding and child protection policies and procedures, ensuring that they are implemented effectively
- Identify and respond to any safeguarding concerns, following the school's reporting protocols and working with external agencies as necessary
- Provide cover for pastoral duties as required, ensuring the continuity of care and support for all students.
- Work collaboratively with the pastoral team to identify and address the needs of students, implementing appropriate interventions and support strategies.

### **Administrative and Collaborative Duties**

- Maintain accurate records and documentation related to the support and interventions provided to vulnerable students
- Collaborate with teachers, pastoral staff, and external professionals to coordinate the delivery of appropriate support and interventions
- Contribute to the school's wider strategic planning and evaluation processes, particularly in areas related to inclusion, diversity, and student well-being

### **Professional standards and development**

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application</b>		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	E	A/C
<b>Knowledge &amp; Experience</b>		

Excellent communication/ interpersonal skills including experience of liaising with professionals.	E	A/I
Previous experience of working in a similar role in an educational setting.	D	A/I
Knowledge and experience of Microsoft Packages including Word, Excel, Publisher, PowerPoint and electronic communication.	E	A/I
Understanding of the importance of safeguarding/ child protection when working in a school setting	E	A/I
Able to organise own workload and prioritise tasks/ solve problems within a busy environment	E	A/I/R
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	A/I
<b>Technical Skills &amp; Ability</b>		
Excellent organisational skills, with the ability to work to tight deadlines.	E	A/I
Good communication skills and an ability to relate well with others.	E	A/I
Ability to work on own initiative as well as part of a team.	E	A/I
Ability to establish working systems and ensure an efficient working environment	E	A/I
Able to follow instructions and work within policies and procedures	E	A/I
Ability to Manage information and to present reports	E	A/I
<b>Personal characteristics</b>		
Professional appearance and manner, with the ability to promote a positive ethos in school	E	A/I
Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities	E	A/I
Flexible in approach and able to meet the changing demands of the role	E	A/I
Flexible and dedicated approach to work	E	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	E	A/I/R

Commitment to equality and diversity	E	A/I
Commitment to good attendance at work	E	A/I/R
Commitment to continuing professional development	E	A/I/R

