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| **Post Title** | Inclusion Officer | | | | |
| **JE Reference** |  | **Grade** | F+ | **SCP Range** | 31-33 |

**Reporting line:**

Inclusion Lead

Inclusion Officer

Education Development Advisor Inclusion

# Job Purpose:

To work in partnership with schools, parents, pupils and partner agencies to support children and young people in school who are at risk of exclusion and disengagement from learning**.**

**Relationships:**  
**Accountable to:** Education Development Advisor Inclusion  
**Accountable for:** N/A  
**General contacts:** To work closely with senior staff in schools, services and partner organisations

**Key duties and responsibilities:**

1. To assist in the development of strategies, protocols and initiatives to improve pupil behaviour and reduce exclusion.
2. To provide advice and guidance to schools to support an inclusive ethos, practice and the positive engagement of pupils.
3. To promote and advise on the use of national and local guidance on the construction and use of PSPs.
4. To establish and maintain effective working relationships with professionals from other services and agencies.
5. To maintain appropriate records of case work, including keeping up-to-date summary information on the electronic database.
6. To assist in the evaluation of the impact of the Inclusion Service in reducing exclusions in schools.
7. To support with implementation of inclusion strategies.
8. To support the delivery of professional training for teachers and support staff.
9. To support the development of Integrated Services within Locality Areas.
10. To contribute to the Service Planning process.
11. To represent Education at the Vulnerable, Exploited, Missing. Trafficked group when required.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children and young people and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children and young people who may be in need of safeguarding.

**Last Updated:** September 2019 **Author:** Julie McDowell

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| **POST TITLE** | **GRADE** |
| Inclusion Officer | F+ |
| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. | |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Experience of working with disaffected and challenging young people * Experience of working in an educational setting * Experience of multi-agency working | * Experience of working with schools including an understanding of managed moves and pastoral support plans. * An understanding of school exclusion legislation * Experience of work with children and families in private or voluntary sector and/or youth organisations | A, I |
| **SKILLS AND ABILITIES** | * Excellent negotiation and advocacy skills * Excellent inter-personal skills * Problem-solving ability * Good presentation skills (oral and written) * Empathy and counselling skills * Competent in the use of ICT * Ability to plan and prioritise effectively * Excellent organisational skills | * Awareness of the importance of Inclusion and School Standards | I, R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Good general educational background * Qualified to HNC/D or equivalent |  | A, I |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement * Ability to meet the travelling requirements of the post | * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A, I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A, I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE