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Herne Bay High

Specialist School &

Sports College

**Job Description**

**Inclusion Support Officer**

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| **Post Held** | **Inclusion Support Officer** |
| **Key Purpose** | **To ensure that all students, and families of students who are associated with the inclusion team are supported academically and socially so enabling them to access their education and learning** |
| **Reporting to** | Assistant Principal for SEND and Inclusion |
| **Specific Duties** | **Key Tasks****Home/school/stakeholder liaison*** To work with stakeholders to establish and coordinate personal plans for students that work with the inclusion team
* To establish positive relationships with students and their families in order to improve levels of engagement and progress
* To liaise with parents/carers to keep them informed of their child’s engagement, behaviour and progress
* To ensure appropriate arrangements are in place for students who are not accessing school full time
* To liaise with outside agencies and keep records of meetings as appropriate

**Safeguarding/CiC** * To follow safeguarding procedures as outlined by the DSL and contained within relevant policies
* To work closely with the Designated Safeguarding Leads, and home and outside agencies as appropriate, in order to promote the welfare of the students and protect them from harm

**Administration/communication/attendance** * To ensure that students’ records are accurate and kept up to date and that relevant information is stored and disseminated as appropriate
* To ensure that all school procedures relating to attendance and punctuality are recorded appropriately, and to work with the Attendance Manager, and home and outside agencies as appropriate, in order to maximise students’ attendance and punctuality
* To support students who are refusing to attend school and collaborate with other professionals in improving the attendance of students on the inclusion register
* To undertake pupil record keeping and monitor students’ progress both academically and socially
* To assist with the administration of meetings

**Policies/interventions*** To promote the inclusion and acceptance of all pupils
* To support students so that their behaviour and attitude contributes to effective learning and progress for all
* To be instrumental in ensuring that all students follow the behaviour and uniform policies of the school
* To help students to make the right choices regarding their behaviour and be the first point of call should a call-out be required for a student from within the inclusion team

**Progress/standards*** To be able to deliver a creative and productive education within the Inclusion Centre
* To oversee the day to day operations of the school’s Inclusion Centre
* To be a mentor to selected students
* To help maintain an environment within the school’s Inclusion Centre that supports students to achieve their full potential
* To implement behaviour management strategies and remain calm under pressure
* Where necessary to support students in the classroom
* To participate in staff training where appropriate
* To supervise SEND / Inclusion students who qualify for exam access arrangements in both internal and external exams.
* Contribute to the overall aims of the school by attending relevant meetings contributing to policies and active involvement in the extended curriculum of the school.
* To carry out any other tasks that the Assistant Principal for SEND and Inclusion, Senior Vice Principal or Principal deem appropriate and that are within the scope of the post.
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| **Leadership of People** |  |
| **Pay Range** | **HBHS Scheme 3/4 dependent upon experienceTerm time plus one week** **37 hours a week (Mon- Thursday 8-4pm) Friday (8-3.30)** |
| **Reviewed** | **September 2019** |