

## Job Description

<b>Post title</b>	Inclusion Support Officer
<b>Grade</b>	6
<b>Service</b>	Schools
<b>Service area</b>	Education
<b>Reporting to</b>	Deputy Headteacher
<b>Location</b>	Belmont Community School
<b>Disclosure and Barring Service (DBS)</b>	This post <b>is subject to an Enhanced Disclosure</b>

### Description of role

Supervise students with behavioural issues within the school, working with other staff to ensure appropriate systems are in place for those students.

To be a member of the pastoral team which ensures the highest possible standards of progress, achievement, attendance, behaviour and well being of all students.

### Duties and Responsibilities

#### Key Duties

- To supervise students referred to the school's inclusion/behaviour centre, including external students and students following alternative programmes of study
- To support students with their work using appropriate strategies and resources and manage their behaviour
- To supervise lunchtime detentions
- Liaise with parents ensuring high quality links between families and school so that issues can be addressed in an effective and timely manner.
- To liaise with teaching staff to ensure students have appropriate work set and provide feedback on student progress
- To maintain the database of student referrals to the unit
- To input student information into SIMS behaviour database and collate daily reports on student's work completion and behaviour
- To liaise with the Deputy Headteacher, Heads of Year and others as necessary to provide support as required
- To liaise with Deputy Headteacher and SENCO, to manage integration of identified students from Y6
- To liaise with Deputy Headteacher to manage integration for in year transfer students with identified behaviour needs (including managed moves)
- Act as Examination Invigilator as required
- To use ICT applications and databases effectively to deliver administrative tasks
- To communicate effectively with colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To support the duty rota as necessary as part of the Duty Team
- To undertake any other duties that are commensurate with the post

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

## Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 4 GCSE passes A*-C or equivalent including Maths and English.</li> <li>▪ Basic ICT Skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Good written and oral communication skills.</li> <li>▪ Fully supported by 2 referees.</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent time management and effective organisational skills.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Evidence of responding quickly to stakeholder needs and resolving concerns</li> <li>▪ Proven ability to work to deadlines</li> <li>▪ Use of IT systems to compile reports and analyse data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a school or with young people.</li> <li>▪ Experience of working in an administration role.</li> <li>▪ Excellent IT skills</li> <li>▪ Experience of working with external agencies</li> <li>▪ Working with management information systems</li> <li>▪ SIMS experience</li> <li>▪ Awareness of Safeguarding and Child Protection issues</li> <li>▪ Knowledge of Admissions and Attendance regulations</li> </ul>