



Job description

Details of the job

Post title:	Inclusion Officer
Job number:	55891
Grade:	I

Overall purpose of the post

Please write one or two sentences about why the job exists. Focus on the achievement of the key end and results of the job.

1. Ensure schools are fulfilling their statutory obligations in relation to the provision of education to vulnerable children and that, at a minimum, all pupils in Northamptonshire are receiving their educational entitlement.
2. Challenge, intervene, monitor and advise with schools and setting when pupils are at risk of not receiving their educational entitlement.
3. Having the appropriate skills to work with schools, families, children and young people who are vulnerable due to any of the following: imminent risk of permanent exclusion, being permanently excluded, requiring access to alternative provision, electively being educated at home, having high levels of absence from school, actually missing education, needing specific support because of a disability to access education.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

1. To work with Education and Inclusion Team for vulnerable children and young people as part of a wider multi-disciplinary team, to challenge and support schools across the County to ensure they are fulfilling their educational responsibilities.
2. Champion the needs and aspirations of vulnerable children and young people in ensuring they receive a high quality education enabling them to fulfil their potential and achieve economic wellbeing, by working directly with the young person, family and school
3. Work with the Education Inclusion Service Manager and Senior Inclusion Officers to ensure that no school or setting is at risk of not fulfilling their statutory obligations in relation to the education of vulnerable children and young people.
4. Work with schools and settings to ensure that alternative education provision is high quality, fulfils quality statutory entitlements, and is relevant to the needs, interests and aspiration of pupils disengaging from school and or at risk of permanent exclusion.
5. Have regard to the Code of Practice on the identification and assessment of Special Educational Needs and other relevant legislation
6. Ensure that all case work records are kept in line with service expectations and agreed operational policy, practice and procedures for effective audit and service efficiency.

7. To have regular contact with schools in line with local authority guidance to advise them on individual circumstances affecting vulnerable learners and develop with the school a plan to engage that student in education.
8. To follow statutory processes for example around attendance and children missing from education.
9. To ensure that schools are aware of and follow safeguarding processes and procedures in relation to children missing from education, children absent from school, children at risk of exclusion both permanent and fixed term, children on part time timetables.
10. To attend or co-ordinate multi-agency meetings as and when required e.g. Team Around the Family meetings, Assessment Meetings and Early Help Meetings.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Qualification, knowledge, skills and experience

Minimum level of qualifications required for this job

Post title:	Inclusion Officer
Grade	I
Service area:	Learning Skills and Education

Minimum level of qualifications required for this job

Qualifications required	Subject	Essential/ Desirable
Good standard of Education	Equivalent to "A" Level of NCQ 3	Essential
Continuous Professional Development	Range of courses undertaken to inform practice	Essential

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge and awareness of safeguarding procedures	Good understanding of safeguarding procedures in relation to a variety of settings	Essential
Knowledge of relevant legislation	For example SEND Legislation, Legislation relating to Electively Home Education Children, Children Missing from Education, School Attendance and Exclusion	Essential
Knowledge and ability to interpret data	Gathering attendance data on a student and sharing this with a parent to highlight lack of attendance or patterns of poor attendance	Essential
Skills		
Ability to write reports to a high standard	Clear and concise report writing, excellent knowledge of the subject	Essential
Excellent organisational skills	Ability to manage a caseload, to be able to prioritise, to be able to manage a diary. Ability to manage a range of competing demands.	Essential

Excellent interpersonal skills	Ability to input to mediate with schools and families, colleagues and a range of professionals	Essential
IT Skills	Ability to input data, and analyse and maintain case records	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience	
Experience of working with children, young people and families	Having previous experience within social care, education of health settings	Essential
Experience of team working, contribution to team development, team plan and decision making	Previous experience of working in a team, evidence of contributing to the teams development and involvement in planning	Essential
Experience of schools and how they operate	Previous experience of working in a school or working closely with schools to ensure the needs of pupils are met	Essential
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

Disclosure level

What disclosure level is required for this post	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into:	Fixed	Flexible	Field	Home
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Job description questionnaire

Page 1 and 2 of this document will form the description and person specification for the post

Job title:	Inclusion Officer	Directorate/ Service area:	LSE
Reports to (job title):	Senior Inclusion Officer	Section:	
Presenting Manager:		Date of evaluation:	
Re-evaluation:	Yes/No		

Job context

Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed

This service is based within Learning Skills and Education and is responsible for offering advice and support to children and young people, families and education establishments to ensure that vulnerable pupils receive their statutory entitlement in relation to education and are supported to achieve the best possible outcomes.

The service is responsible for ensuring the educational service for vulnerable children are provided to a high standard and in a way which reflects the needs of the children population of Northamptonshire. The service operates within the statutory and regulatory requirements placed upon the Council, and responds to the needs, views and wishes of parents, carers, children and young people.

The post holder needs to have the appropriate skills to work with schools, families and children and young people who are vulnerable due to any of the following: imminent risk of permanent exclusion, being permanently excluded, requiring access to alternative provision, electively being educated at home, having high levels of absence from school, actually missing education, needing specific support because of a disability to access education.