

Job Description

Job title:	Senior Inclusion Advocate
Contract:	37 hours per week, term time + 10 days
Salary:	LGPS Band 5 within the range 18-22 (£21,215 - £23,866 per annum pro rata)
Responsible to:	Head of School

Senior Inclusion Advocate

Job Purpose

- Proactively lead, develop and effectively deploy a team of Inclusion Advocates so that pupil needs are identified and barriers to learning removed to enable pupils to make good progress.
- Give practical advice and model how to effectively plan and use resources to provide emotional support, raise aspirations and enable pupils to meet their targets.

Principal Accountabilities

- To work in partnership with staff and parents to identify and address pupil concerns.
- To lead on planning, organising, facilitation and learning activities which reflect specific expertise and knowledge.
- To line manage a team of Inclusion Advocates.
- Proactively lead and contribute to creating a structured, positive learning environment within the curriculum or subject area being taught.
- Create effective systems so that all members of the Inclusion team work in partnership with class teachers and phase leaders so that potential barriers to learning can be removed enabling pupils to make good progress.
- Work with the Services Support Manager and Inclusion advocates to ensure the smooth running of lunchtimes to include: timetabling, provision for pupils, yellow zone, play leaders and peer mentors.
- To support Inclusion Advocates to develop a consistent and effective approach to 'anti-bullying'.
- Lead on the development of Pastoral Support Plans and targeted behaviour objectives.
- Lead on the development and delivery of learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.
- Create effective systems to enable the Inclusion team to maintain daily contact with assigned pupils – to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.
- Fulfil the role of a Safeguarding Lead as required.
- Establish and maintain appropriate records of the pupils' progress and investigate, as appropriate, the cause of any failure to meet targets set.
- Report data relating to pupils' behaviour and progress to the leadership team as requested evidencing the impact of the Inclusion team.
- Lead and develop Inclusion Advocates to deliver effective interventions and support for children and families.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra-curricular activities e.g. open days, presentation evenings.
- Ensure that all statutory obligations in regard to the children are followed and adhered to.
- Carry out any other duties as may be reasonably requested by the Head of School or Senior Leadership Team