

Wymondham High Job Description

Name:	
Job Title:	Inclusion Support Officer
Salary range / job grade:	NJC range 7-11 term time + 1
Responsible to:	Assistant Principal Inclusion
Responsible for:	Under the direction of the Assistant Principal Inclusion ensure effective administration of student welfare.
Effective Date:	

Role and Context

Purpose:	<ul style="list-style-type: none"> To co-ordinate and provide administrative support for the Academy's pastoral team To act as a first contact for students for minor issues [lost property, timetables] To provide a professional and efficient basic first-aid service To assist with supporting behaviour investigations where required. To maintain and update student records as appropriate.
Duties and Responsibilities:	<ul style="list-style-type: none"> Assist students and other members of the Academy community to access student support services. Provide administrative support to Inclusion Team as required including note taking and supporting reintegration meetings. Assist in the communication of reintegration records and exclusion records to parents and pastoral team Check and process student records, including supporting admissions procedures Provide support for, and coordination of, on call rota in conjunction with Behaviour Coordinator. Update and maintain appropriate behaviour records, providing the Behaviour Coordinator with statistical evidence to ensure improvements in behaviour Coordinate assembly checks to include uniform and make-up checks and provide support to the SLT in ensuring these are planned and carried out Deal with general pastoral enquiries from parents, staff, and students, including e-mail and telephone enquiries. Meeting arrangements, taking minutes of daily/weekly pastoral meetings and the monitoring of action points arising from the meetings. Supporting the Academy's behaviour coordinator to ensure behaviour issues are dealt with effectively. Support the Safeguarding and Child Protection Lead taking any action directed regarding Child Protection issues Support students attending detention including liaising with parents and staff Provide relief / cover duties for the Internal Exclusion Unit when required.

General:	<ul style="list-style-type: none"> To be a trained first aider and fire marshal To maintain Staff and Pupil confidentiality To undertake training as appropriate To participate in the performance management programme To undertake other responsibilities within the overall purpose and scope of the post
Relationships:	<p>Working closely with:</p> <ul style="list-style-type: none"> All teaching and non-teaching staff

- Pupils
- Parents.

General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:

Date: