



Job Description

Post Title: Inclusion Officer- Pastoral Support
Hours: Term time only + two weeks
Salary: APTC scale 12-20. FTE starting at £25,833 rising to £29,796;
pro-rata £23,665 rising to £27,295.66.

Context of work

At St. Saviour's and St. Olave's, each year group is led by a Director of Learning. The Postholder will be directed primarily by them, or a member of the Senior Leadership Team, in order to give pastoral support to the students of a particular year group or groups.

Job Purpose

To work closely with students, teachers, families and outside agencies to enable all our learners to thrive – to make the most of their education, overcome barriers to learning and maintain the highest standards of behaviour and attitudes to learning.

Job Specification

Working with the Director of Learning, the postholder will be:

- Supporting the cohort - coaching students, building their resilience and mediating when the need arises – in accordance with our Christian values
- Being a positive presence around the school - supervising corridors, assemblies and the exclusion room
- Monitoring student progress alongside the DoL, working together to devise a tailored plan for those who are not on track
- Celebrating and rewarding students who display excellent attitudes to learning at all levels of ability
- Collaborating with a range of staff, both inside and outside the school, to improve students' welfare, attendance, wellbeing and mental health; this includes attending staff, tutor, pastoral and inclusion meetings
- Building relationships with families and external agencies as a key point of contact – reporting concerns, providing updates and offering guidance as appropriate
- Promoting the school's behaviour policy - ensuring systems are followed on uniform, punctuality to lessons, and general conduct around the school
- Supporting the investigation of incidents- taking and checking statements, providing information for re-integration meetings and ensuring excluded students have work to complete
- Maintaining accurate record keeping of incidents, exclusions, reports, etc.
- Attending parents' evenings and other events involving the year groups(s) the postholder supports
- Anything else commensurate with the post which is deemed necessary by the Headteacher.

Quality, skill or experience	Essential or Desirable
Proven interpersonal, verbal and written communication skills in order to communicate effectively with students, colleagues and other professionals	Essential
Demonstrate professionalism in relation to appropriate boundaries, relationships, sensitivity and being a role model to students	Essential
Ability to work independently, as well as part of a team	Essential
The capacity to be flexible, calm and rational within changing circumstances	Essential
Good organisational skills, including time management, record keeping, and tracking of a range of reports and students	Essential
Ability to engage students and families, even if there is initial resistance	Essential
A commitment to the aims and values of the school, including a strong understanding of equal opportunities and the will to identify and challenge discrimination	Essential
An understanding of current practice and systems within schools and education	Desirable
Relevant experience of working with children and families from a range of backgrounds	Desirable
Experience of dealing effectively with the social and emotional factors that affect a child's capacity to learn	Desirable
Relevant qualification in education or equivalent	Desirable
Knowledge of relevant support services	Desirable
Good I.T and administration skills	Desirable