

South Dartmoor Community College

Job Description



- Job Title:** Inclusion Lead - with specific responsibility for a college alternative provision
- Location:** Across the Trust based at South Dartmoor Community College
- Department:** SEND
- Grade:** NJC Grade F
Actual <5 years' service £28,284 to £31,388
Actual >5 years' service £28,918 to £32,091
- Hours:** 37 hours a week, 39 weeks per year – Monday to Friday 8.30 – 4.30 pm (30-minute unpaid break)
- Reports to:** AHT / SENDCo
- Job Purpose:** Under the direction/instruction of SENCO provide general support to staff and pupils.

Purpose of Job

To provide a college wide service to students that provides support, advice and intervention programmes that meet the academic, social and emotional needs of individuals for whom inclusion to our mainstream provision is not enough. To host and support the work of visiting professionals and in house support workers. To lead the TOR inclusion resource base at SDCC.

Main Duties and Responsibilities

- Oversee **a strand of alternative provision at South Dartmoor Community College** provision starting in the TOR resource base and extending across the college.
- Deliver the curriculum to students at KS4, including, where appropriate, creating and adapting teaching resources and especially in Core subjects.
- Review referrals from college staff through the graduated response and other avenues.
- Schedule interventions and reviewing outcomes after 6 / 12-week cycles
- One to one intervention with highest level students e.g. those with suicidal thoughts that have not met CAMHS threshold
- Liaise with external agencies and organisations
- Support CYP who have returned from fixed term exclusion via intervention and restorative work.
- Plan, coordinate and lead the break time wellbeing drop-in sessions.
- Keep accurate records of all sessions using the Provision Maps / CPOMS system, including logging attendees for wellbeing drop ins with the attendance team.
- Work with the AHT / SENDCo, and provide advice, guidance and information and which supports the College's aims in the development of inclusion.
- Work closely with the administration staff responsible for inputting safeguarding and welfare data and information, ensuring SIMs and CPOMS records are kept up to date and any other record keeping systems which the college may move to.
- Work with the SEND leadership team to support strategic planning for the inclusion of students and provide advice to the Senior Leadership Team on the most effective strategies to improve outcomes of cohorts for students and individuals.
- To assist the SLT in ensuring the effectiveness of College welfare services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision.
- Work closely with the wider welfare and safeguarding team within the College to ensure that the College welfare policies and practices are meeting the needs of the students for safeguarding.
- Support the targeted intervention of children on the SEND register and in ensuring the College meets the statutory requirements within individual EHC plans.
- Participate in the discussion of whole College policies and to participate in the implementation of College policies and practices.

- Act as a source of support, advice and expertise within the College and across the WeST.
- Ensure all staff are aware of welfare procedures within College and give guidance where necessary.
- Have a good working knowledge of how local agencies work and use up to date procedures in line with National and Local expectations.
- To undertake risk assessments as required for students, processes and visit e.g. to students home.
- Visit students' homes where necessary to deliver the appropriate interventions.
- Work collaboratively with other WeST schools including visits to other school sites.

Raising Attendance

- Support the attendance team including the Attendance Manager as and when required, according to the need of the college.
- Ensure that interventions are as far as possible planned in advance and that student lists/ invitations are shared with the necessary parties including the attendance team and relevant class teachers to ensure children are kept safe.
- Keep the attendance team fully informed and up to date with attendance at the welfare hub including raising alerts where necessary and following college safeguarding procedures.

Reporting concerns:

- Recognise how to identify signs of abuse and when to make a referral.
- Respond appropriately and in line with WeST and college procedures to disclosures or concerns relating to the wellbeing of a child.
- Work with the DSL and Safeguarding Team in referring allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely through CPOMS or other mechanisms as required by the college.
- Refer cases to the DSL for the Channel Programme under the Prevent Duty where there is a radicalisation concern as required.
- It is not the role of the Inclusion Lead - with specific responsibility for a college alternative provision to investigate allegations of abuse or neglect by members of staff working or volunteering with children in College. This falls to the Executive Head teacher or to the CEO where the allegation is against the Executive Head teacher.

Multi Agency working:

- Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored, including making MASH referrals.
- Liaise strategically with partner agencies to plan, develop and produce and promote intervention and courses for students at the college.
- Work with partner agencies to produce screening and referral tools that support the effective work of the TOR resource Base.
- Develop a network of local agencies to work in partnership with SDCC.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in young person's life working with the Early Help Strategic Partnerships. Supporting the Pastoral leaders and/or acting as Lead Professional as appropriate.
- Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference which was anticipated.
- Track the action plans for student interventions and coordinate the movement of students on and off of these interventions in a timely manner to effectively manage capacity.

Trust responsibilities:

1. To act in accordance with, and actively promote, all trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in CPD relevant to the role and to engage in Performance Development Reviews (PDRs).

3. Preparing and contributing to trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with trust policies for data governance, as appropriate for the role.

South Dartmoor Community College is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

Job Description produced by the SENDCo and Executive Head teacher, September 2023