

Job Description

Job title: Senior Inclusion Officer
 Grade: NNCBAND08
 Reports to: Service Manager
 Directorate and Service area: Learning Skills and Education

Overall purpose of the job

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

To manage a team and carry a caseload to:

- 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.
- Challenge, intervene, monitor and advise schools and settings when pupils are at risk of not receiving their educational entitlement.
- Provide expertise in working with 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 educated at home, having high levels of absence from school, missing from education, needing specific support to access education in view of a physical, communication or learning disability.

Main accountabilities

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

Main accountabilities	
1.	To manage a team within the inclusion service (Inclusion officers, CME officers, EHE officers and administrative staff) reviewing and allocating cases, to ensure the needs of each child and young person are met and that each child has the opportunity to reach their full potential, through effective and regular guidance, supervision and appraisals of staff, tackling challenging issues, effective recruitment and ensuring the team is resourced appropriately.
2.	Work within the Education and Inclusion Team with vulnerable children and young people as part of a wider multi-disciplinary team, to ensure that vulnerable learners receive a high quality education enabling them to fulfil their potential and achieve economic wellbeing.
3.	Hold a small number of complex cases to ensure positive outcomes are achieved whenever possible to ensure all vulnerable children meet their full potential and that early intervention and inclusion prevents more intrusive and costly interventions being required later in the child's life.

4.	Challenge and support schools across the County to ensure they are fulfilling their educational responsibilities.
5.	Provide guidance and advice to schools, settings, parents and other service areas on a specific area e.g. exclusions, to bring about best practice in providing for the needs of the most vulnerable.
6.	Champion the needs and aspirations of vulnerable children and young people or with complex needs, ensuring the voices of children and young people are heard, to ensure their full potential is achieved.
7.	Work with the Education Inclusion Service Manager and other officers where appropriate 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.
8.	Facilitate the sharing of best practice and broker school-to-school support.
9.	Have regard to the Code of Practice on the identification and assessment of special educational needs and other relevant legislation in relation to excluded pupils, pupils missing education, attendance and children who are electively home educated as well as in relation to management responsibilities.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree or equivalent level	Degree or NVQ level 5	Essential
Demonstrable evidence of continued professional development	For example in behaviour management, safeguarding, or Curriculum provision (Education or Social Care)	Essential
Management qualification	NVQ Level 5 in management. ILM management course	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge experience and expertise to be able to deliver advice to a wide range of schools and associated professionals.	Experience of working in a school or working closely with schools.	Essential
Detailed knowledge and understanding of schools, their systems and of the potential opportunities for inter-school collaboration.	Experience of working in a school or working closely with schools.	Essential
Detailed knowledge and understanding of the needs and entitlements of a wide range of children and young people including those excluded from school, educated at home, those with behavioural difficulties, missing from education, persistently absent, with Special Educational Needs.	Knowledge of relevant legislation, child development, social impact, disabilities. Experience of working with some of the listed groups.	Essential
Detailed knowledge of current guidance and legislation on entitlement issues.	Experience of the use of data to critically evaluate the achievement of children or young people. Knowledge of relevant legislation.	Essential
Skills		

<p>Proven leadership /leadership skills in order to raise standards of achievement through planning, cooperative working, target setting, and analysis of performance data.</p>	<p>To have skills to identify and issue work within the service to resolve the issue, to monitor outcomes and implement strategies based on proven research findings and robust data analysis. Review practice.</p>	<p>Desirable</p>
<p>Displays positive creative leadership, motivating enthusiasm in others</p>	<p>Demonstrates personal enthusiasm for and commitment to the learning process. Has high moral code, high standards of self professionalism, able to demonstrate, initiative and self motivation. Has an excellent record of attendance and punctuality. Is well organised, manages time well and able to meet deadlines. Has a strong commitment to team working and distributed leadership. Is able to find solutions to problems quickly and willing to take calculated risks. Is empathetic to needs of others. Works with high degree of accuracy and pays attention to detail. Able to remain positive and calm in all scenarios, including when under pressure and in difficult circumstances.</p>	<p>Essential</p>
<p>Have good management skills sufficient to sensitively manage motivate and support staff working in a complex area and sometimes challenging circumstances.</p>	<p>Lead by example listen and evaluate. Solution focused practice. Bases decisions on best practice. Have processes in place to ensure staff are fully supported. Supervision, appraisal, team meetings, reflective practice sessions, lone working policies. Clear expectations so staff are clear of their role. Consistent and fair decision making.</p>	<p>Essential</p>
<p>Experience</p>	<p>Give an idea of the type and level of experience required do not specify years of experience.</p>	
<p>Proven and successful experience in a school and/or Local Authority with specific professional expertise working with vulnerable learners.</p>	<p>Significant experience of working in a child care profession i.e. Teacher, Social Worker, Youth Worker.</p>	<p>Essential</p>

Proven experience of working with vulnerable children and young people.	Significant experience of working in a child care profession i.e. Teacher, Social Worker, Youth Worker.	Essential
Previous experience of supervising or managing staff.	Previous experience as a supervisor/ manager.	Essential
Experience of the use of data to critically evaluate the achievement of children or young people.	Experience of recording data and analysing and implementing change founded on sound research and data analysis.	Essential
Experience of multi-agency working and the ability to establish and maintain good working relationships with stakeholders and partners.	Evidence of working with a wide range of professionals and evidence of multiagency working.	Essential

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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