



## **Job Description and Person Specification**

### **Job details**

Job title: Inclusion Officer

Grade: NNCBAND05

Reports to: Senior Inclusion Officer

Directorate and Service area: Learning Skills and Education

### **Purpose of the job**

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 educational settings and parents when pupils are at risk of not receiving their educational entitlement.

Have the appropriate skills to work with schools and families and children and young people who are vulnerable due to any of the following: imminent risk of permanent exclusion, being permanently excluded, attending alternative provision, electively being educated at home, having high levels of absence from school, missing from education, needing specific support because of a disability to access education.

### **Principal responsibilities**

1. To work within the Education Inclusion Partnership Team for vulnerable children and young people as part of a wider multi-disciplinary team, to challenge and support schools across the County to ensure they are fulfilling their educational responsibilities by following statutory guidelines.
2. Champion the needs and aspirations of vulnerable children and young people in ensuring they receive a high-quality education enabling them to fulfil their potential and achieve economic wellbeing, by working directly with the young person, family and schools in a range of settings.
3. Have a good understanding of the statutory guidelines outlined by the Government in advice to parents and schools around Elective Home Education, Permanent Exclusion, CME, and Attendance.
4. Work with schools and settings to ensure that alternative educational provision fulfils statutory entitlements and is relevant to the needs, interests and aspirations of pupils disengaging from school and or at risk of permanent exclusion.
5. Work with the Education Inclusion Partnership Service Manager and Team managers 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.
6. Manage and prioritise an allocated caseload, ensuring records are kept in line with service expectations and agreed operational policy, practice, and procedures. This includes Preparing legal documentation for presentation at Magistrates Court.
7. Undertake home visits to families, parents, carers independently and use personal judgement on regularity.
8. Support in the training, induction, mentoring and shadowing of new members of staff.
9. To attend multi agency meetings as and when required e.g., Team Around the Family Meetings, Assessment Meetings, and Early Help Meetings.
10. Have regard for the Code of Practice on the identification and assessment of Special Educational Needs and Disabilities and other relevant legislation.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Equivalent to "A" Level or NVQ 3</p> <p>Continuous Professional Development across a range of courses undertaken to inform practise.</p>	
Experience and Knowledge	<p>Awareness and understanding of safeguarding procedures in relation to a variety of settings.</p> <p>Relevant Legislation and Guidance relating to Electively Home Educated Children, Children Missing from Education, School Attendance, Exclusion and SEND.</p> <p>Ability to understand and interpret data in the areas of exclusion, attendance, CME and EHE to support schools, parents/carers, and professionals.</p> <p>Experience of working with children, young people and families within social care, education, or health settings.</p> <p>Experience of team working, contributing to team development, team planning and decision making.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Previous experience of working in a school or working closely with schools to ensure the needs of pupils are met.</p>	
Ability and Skills	<p>Ability to write reports to a high standard that demonstrates accuracy, professionalism, and depth of knowledge.</p> <p>Organisational skills to manage a case load, prioritise tasks and manage a diary range of responsibilities with competing demands.</p> <p>Interpersonal skills to be able to mediate with schools and families, colleagues, and a range of professionals.</p> <p>Information Technology ability across a range of software to input data, analyse data and maintain case records.</p> <p>If this is a customer-facing role, spoken English fluency must be included here (refer to the guidance for managers on the English Fluency duty).</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	

Attributes	Essential criteria	Desirable criteria
Additional Factors	This post requires satisfactory clearance of an enhanced Disclosure and Barring Service disclosure.	