

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## **Inclusion Officer: SEMH Practitioner**

School Attendance Support Service, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

To ensure that schools are fulfilling their statutory duty with regards to the provision of education to vulnerable children and that, as a minimum, all children receive their educational entitlement.

To work with schools, families, children and young people who are at risk of permanent exclusion or have an SEMH need which requires support in order for them to achieve their educational entitlement.

To challenge, intervene, advise and monitor schools to ensure pupils receive specific support where required.

## **Accountable to:**

This role is accountable to the School Attendance Support Service Senior Officer and managers. The role sits within Children and Young People's Service, part of the People's Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. To work as part of the School Attendance Support Service with vulnerable children and young people as part of a multidisciplinary team to support and challenge schools to ensure that they are fulfilling their educational responsibilities
2. To manage comprehensive risk to pupils and matters linked to school attendance and SEMH concerns and to develop and plan interventions to be delivered by schools and other agencies in a challenging and supportive approach in order to reduce risk and enable positive, sustainable outcomes for children and young people and their families.
3. To use Therapeutic Thinking toolkit to underpin early identification and intervention and facilitate to ensure that practice in schools is informed by Therapeutic practice and through the use of trauma informed and attachment aware practice.
4. To work with schools to ensure that any education provision and interventions given are of high quality, fulfil statutory entitlements and is relevant to the needs and aspirations of pupils that are at risk of permanent exclusion or have SEMH needs.
5. To provide advice and guidance, based on good practice, in how to support CYP at risk of permanent exclusion, ensuring an awareness of the support available for schools and young people and the newly created WNC offer.
6. To work collaboratively and effectively with all partners e.g. schools, other CYP educational services, Virtual School, social care, early help and health to ensure effective education provision is prioritised and where required, support is given to children, their families and to schools.
7. Have regard to the SEND Code of practice on the identification and assessment of Special Educational Needs and other relevant legislation
8. To have knowledge of current guidance around trauma-informed practice and be able to share this with schools.

9. As part of a team to design, plan and implement training and skills development for a range of professionals, e.g. targeted support, social care, school staff, to assist them in their ability to effectively support vulnerable children and young people.
10. To ensure that the team employs a rigorous approach to information recording, and adheres to information sharing protocols and responds to the demands of internal performance management and external monitoring and inspection for example, Ofsted/CQC inspections.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

The 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:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

<b>Skills and abilities:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Ability to write reports to a high standard. Clear, concise, factual report writing.	Essential	A, I
Excellent organisational skills. The ability to manage a caseload and to be able to prioritise and manage your work diary	Essential	A, I
Excellent interpersonal skills. Ability to work collaboratively with schools, CYP and their families with tact, empathy and sensitivity	Essential	A, I
Ability to provide challenge as and where required	Essential	A, I
Ability to prioritise and manage time effectively under the pressure of time and financial constraints and expectations	Essential	A, I
Ability to determine need within the service and to develop solutions that address any areas of need.	Essential	A, I, T
Ability to travel to different locations	Essential	A
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) and CAPITA. A willingness to undertake training during the probation period.	Essential	A, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Knowledge of current legislation relating to children and young people at risk of permanent exclusion	Essential	A, I
Knowledge and understanding of school attendance processes and procedures and best practice systems	Essential	A, I
Knowledge of a range of theoretical and practical approaches to supporting and understanding the needs of children and young people with SEMH needs	Essential	A, I, T
Knowledge of Ofsted Frameworks and requirements	Desirable	A, I
Ability to demonstrate a knowledge and understanding of safeguarding procedures to keep children safe and be willing and able to take calculated risks	Essential	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of working within a Local authority school attendance service	Essential	A, I
Experience of working in an SEMH provision, Nurture provision or therapeutic setting	Essential	A, I, T
Experience of working with schools and how they operate	Desirable	A, I
Experience of team working and evidence of contributing to the team's development	Essential	A, I

<b>Education, training, and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Good standard of Education equivalent to 'A' level or NCQ 3	Essential	A, I

Continuous Professional development including a range of courses undertaken to inform practice	Essential	A, I
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All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

*Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring*

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Office - OAS
<b>Job family band:</b>	Band 06	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£34,203 - £37,0677	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	No		

**Working conditions & how we work:**

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

