Eden Academy Trust
'Together for Better'

Job Description – Social Inclusion Officer

Band 9

Purpose of the post

Work with children and their families, including those which are vulnerable, to include issues such as attendance, behaviour, supporting the social and emotional needs of pupils, and building engagement with families within the school community.

Main duties

Under the guidance and direction of teaching staff and/or senior colleagues;

Attendance

- Undertake first day contacts of parents/carers
- Follow up lack of response to first day contact and other contacts by undertaking home visits or meeting parents/carers in school and offering the appropriate family support.
- Pick up children each day whose families struggle to get them to school.
- Keep records accurately on CPOMS

Working with Parents

- Undertake home visits to support and guide children and families with school or family issues.
- Develop and maintain effective contact and communication with parents/carers and families where support and intervention are indicated and/or ongoing
- Working within Academy frameworks, contribute to the creation of strategies and action plans for vulnerable pupils and their families.
- Provide information regarding pupil/family circumstances to senior colleagues and schools to enable the planning of appropriate interventions
- Provide advice and guidance to families and pupils to reinforce their self-esteem and support pupil achievement
- Implement action plans with parents/carers and feed back to teachers/senior colleagues regarding progress and achievement
- Signpost families to appropriate sources of advice and guidance
- Attend Multi-Agency meetings to provide supporting information
- Support, challenge, motivate and provide information or training to parents/carers to increase their capacity for parenting.
- Work in partnership with external agencies to signpost support and make referrals where appropriate
- Develop initiatives and campaigns focussed on parental responsibility measures
- Manage identified school caseloads and maintain casework documentation
- Liaise with teachers to gather appropriate information for appropriate dissemination at meetings
- Develop and deliver a programme of family-related activities to meet the needs of the school community. This will include themed/non-themed coffee mornings

Working with children

- Engage in the personal development of identified vulnerable pupils in the role of a mentor
- Mentor and support children in individual and group scenarios and regularly check on emotional well being
- Engage with a client group experiencing barriers to learning such as exclusion, low self-esteem, looked after children, behavioural issues and school phobic
- Disseminate good practice to colleagues and families with regard to behaviour management strategies.

Transition

- Develop links with pupils and their families who are transferring into the school to promote the school ethos.
- Play a key role in the transition of vulnerable pupils moving into Secondary Education.

General

- Raise the profile of the school in the community
- Advise on effective support for vulnerable pupils to school staff and families and disseminate good practice.
- Provide advice and guidance to senior colleagues in respect of latest developments in policy and practice.
- Attend regular Inclusion Team meetings within the school and trust. This will also provide support to the team.
- Maintain a detailed knowledge of pertinent school policy and procedure in the specialist area.
- Access and update computerised records/management information systems in respect of child protection issues
- On occasion, escort children to and from school or alternative provision
- Ensure the maintenance of accurate and factual records.
- Undertake typing, letter writing, word-processing and other IT based tasks
- Operate office equipment e.g. photocopier, computer
- Undertake routine administration.
- Be prepared to undertake mini bus training in order to drive the school mini bus for 15 passengers.

<u>Additional duties</u>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect the changing needs of the school which are commensurate with the salary and job title.