

## **JOB DESCRIPTION**

### **INCLUSION AND ENGAGEMENT SUPPORT**

<b>Responsible to</b>	Site Lead
<b>Accountable to</b>	Headteacher
<b>Location</b>	Wessex Lodge School

#### **JOB PURPOSE**

- To promote good engagement of pupils in school to enable them to learn effectively and to develop socially and emotionally.
- To work with staff, accessing resources, to help increase their involvement in the education and welfare of students.
- To support students with onsite learning using the TIP approach.
- To offer support to students/staff during the school day or at times of dysregulation.

#### **KEY TASK AREAS AND RESPONSIBILITIES:**

- To support the site lead with promoting liaison between parents, school staff, community and statutory teams and agencies so that children who are currently experiencing health, social, emotional or behavioural difficulties have improved outcomes.
- Demonstrate effective recording and reporting in line with safeguarding and child protection, staff behaviour, attendance and other relevant policies.
- To attend Inclusion meetings and complete any actions arising.
- To provide support in co-coordinating, monitoring and evaluating any interventions set up to support the pastoral needs of pupils in the school including the implementation, monitoring and reviewing.
- To actively promote and have commitment to the importance of education and therapeutic intervention for young people and their families.
- Conduct home visits where necessary, in accordance with our Home Visits Policy, (restorative and reflection days)
- To provide advice and support to parents/carers/families in order to promote the parent/school partnership.
- Take appropriate action to tackle disaffection and to promote attendance at school by providing advice, support and information to parents, pupils or teachers and the implementation of Attendance Improvement Plans supported by the Attendance officer.
- To Support the Attendance officer to monitor attendance of pupils, for example ensuring 'first day calling' procedures are being followed by staff, regular attendance tracking, and CME protocols.
- Produce reports for teachers and the school as required for monitoring or other purposes.
- Contact parents of sick pupils and accompany pupils to hospital if necessary.
- Liaise with parents about pupils' dietary needs ensuring these are recorded.

#### **GENERAL**

- Ensure that all actions are in the interests of all service users and the company.
- To work in line with GDPR, Information Sharing and Confidentiality protocols at all times when working with vulnerable pupils and families
- Take part in the school's performance management system in order to identify strengths and undertake relevant professional development to meet individual and school needs.
- To carry out duties as directed by the Headteacher

- The post holder will be primarily based within the school sites but may be required to attend meetings at different venues or offsite education.
- Although based on one site primarily, the post holder will be expected to work on any of the Wessex Lodge Sites as the need requires of them.
- Work to promote the service as a valued asset within its community and promote a culture where individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Participate in training and take responsibility for personal development.
- Discuss child protection issues and/or incidents relating to staff and students/Service Users, with Designated Safeguarding Lead or deputies promptly.
- This role may require some off site restorative/intervention work.

### **PERSON SPECIFICATION INCLUSION AND ENGAGEMENT SUPPORT**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrated effective recording and reporting in line with our safeguarding and child protection policies	✓	
Implemented support strategies that have seen a positive outcome for pupils.		✓
Working in a collaborative way to support the medical and pastoral needs of pupils.		✓
Working in a collaborative way to manage the diverse needs of pupils and families	✓	
Experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour	✓	
<b>Skills, Knowledge and Aptitudes</b>		
Good knowledge of statutory safeguarding and child protection requirements	✓	
Ability to recognise the confidential nature of the role and work in line with GDPR policy	✓	
Exceptional interpersonal skills and a commitment to team working.	✓	
Able to model best practise at all times and promote the school's positive ethos.	✓	
High standard of written communication	✓	
A good understanding of child development including the impact of adverse childhood experiences	✓	
Knowledge of the roles and responsibilities of teachers, pupils and parents	✓	
The importance of health and safety in all aspects of the learning and home environment	✓	
The ability to keep accurate records.	✓	
Skills in mediation, negotiation and problem solving and ability to work in non-judgemental way.	✓	
Confident and able to be assertive when necessary.	✓	
Good IT skills	✓	

Ability to effectively time manage and prioritise workload and take effective decisions whilst working under pressure ✓

### **Qualifications and Training**

English and Maths GCSE or equivalent (minimum C / Grade 4) ✓

First Aid at Work qualification (or willing to undertake) Administration of medicines, including emergency use of EpiPens, asthma pumps, etc. or willing to undertake courses ✓

### **Other**

Commitment to the values of the organisation ✓

Driving licence ✓