**Job Description: Inclusion Support Officer**

**Reports to:** Assistant Headteacher: Pastoral & Inclusion

**Contract:** Permanent

**Salary:** Ark Grade 3

**The role:**

**Intervention:** Provide planned interventions and support lunchtime provision for identified individuals and groups of pupils.

**Inclusion Admin:** Undertake administrative procedures to support the Inclusion team, ensuring accurate record keeping and organisation.

**Admissions:** Support administrative procedures associated with the admissions and transfer of pupils between schools at key points in the school year.

**Key Responsibilities**

* Build and maintain successful relationships with pupils, staff and parents, treating them consistently with respect and consideration.
* Demonstrate and promote the high expectations, positive values, attitudes and behaviour you expect from pupils at Ark Blacklands.
* Support children across the school with 1-1 or small group intervention work, for example Jump Ahead.
* Proactively develop own practice and help establish new interventions.
* Carry out dyslexia screening and support teachers in providing dyslexia friendly resources and resources.
* Support children with EAL by the successful implementation of Flash Academy.
* Support identified children on an individual or small group basis in and out of class as directed by the Inclusion Manager to support learning.
* Work with identified children at lunchtime, either in the hall or in the Portal.
* Support identified children with medical issues in the school when required, for example to cover absence.
* Support with the administration and filing of SEND paperwork.
* Support with carrying out external agency referrals and any required follow-ups.
* Support the Admissions Officer, when required, especially at key points in the school year.

**Other support**

* Support and provide short term cover for the attendance officer to ensure consistently high expectations are maintained regarding levels of attendance.
* Where appropriate, to liaise with parents and report any concerns to the relevant staff member.
* Maintain confidentiality with sensitive information and follow all Safeguarding procedures.

**Other**

* To carry out any other duties that are reasonably delegated by the Principal or Assistant Headteacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.