



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Inclusion and Welfare Officer
Post Holder:	
Responsible to:	Principal
Line Manager:	Principal
Pay Scale:	NJC Scale 16 to 20
Hours:	35 hours per week, 40 weeks per year (term time plus two weeks) Monday 8.30am to 4.30pm Tuesday to Thursday 8.30pm to 4.00pm Friday 8.30am to 3.30pm

Job Purpose

The role of the Inclusion and Welfare Officer is to work closely with children and their families, supporting pupils in school with their learning and behaviour needs, supporting families and working with external agencies and taking a leading role within the pastoral team. By working closely with the Principal/DSL, teachers and relevant members of the leadership group, the Inclusion Officer will deal with a range of issues using Academy Behavioural Policy, Trust Safeguarding Policy and sensitivity.

The Inclusion and Welfare Officer role forms an integral part of our inclusion team, working with children and families who may be receiving support from both inside the Academy and from external agencies including Social Services.

Main Duties & Responsibilities:

Family Support:

- Take on responsibility as key worker for specific families in the Academy
- Where relevant, meet with parents and outside agencies under the direction of the Principal
- Keep detailed records of involvement with families. Use telephone, letter, email and text as appropriate
- Keep a detailed record of all work done with pupils
- Work with hard to reach families encouraging them to engage and liaise with the school.
- Carry out home visits when and where it is felt necessary.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Source help for needy families and help families to access support provided by charities/agencies.
- Attend appropriate assemblies and year group events for specified families

Pupil Welfare:

- Alongside the senior leadership team, communicate with parents regarding pupil welfare concerns.
- Liaise with outside agencies as the need arises and represent the academy at meeting concerning pupils.
- Alongside senior leaders, liaise with the academy's Police Liaison Officer, including holding meetings with pupils and parents when required.
- Ensure all aspects of records have been recorded and stored on CPOMs or SIMs as required.

Pupil Attendance:

- Monitor the day-to-day attendance of all students at the school and raise concerns where necessary.
- Support the improvement of attendance and punctuality by working with pupils and parents to identify why children are late or not achieving full attendance at school.
- Liaise with the Attendance Officer on a regular basis.

Pupil Behaviour:

- Support children who are having difficulties in class or in the playground and mentor these students to promote good behaviour.
- Investigate allegations by children or parents relating to poor behaviour, assault, bullying, theft and other breeches of expected behaviour standards, including interviewing children and taking detailed statements.
- Deal with incidents of behaviour using the Academy Behaviour Policy and support children who need to be withdrawn from lessons for short periods
- Identify children who would benefit from specific interventions such as protective behaviours and work with these children on a regular basis.
- Build good relationships with pupils and ensure time is spent praising and acknowledging good behaviour.
- Monitor individual behaviour plans for specific pupils and report on progress towards meeting the aims.
- Be available to lead Reflection at lunchtime as required.
- Under the supervision of a senior leader, support the analysis of data on Class Charts and, when requested, produce data for specific pupils, classes or cohorts as required.

Safeguarding:

- Be a designated Child Protection Officer at the school
- Play a proactive role in safeguarding across the Academy and attend Inclusion team meetings
- Make referrals where appropriate

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- Lead on Early Help for specified families by opening cases, arranging meetings and gaining information from parents and pupils.
- Where appropriate, represent the academy at all child protection conferences.
- Make school nurse referrals as required.
- Provide written documentation in relation to specified families for both internal and external purposes
- Maintain excellent relationships with appropriate outside agencies and other schools to ensure the Victoria Primary Academy can access high quality external support where possible/appropriate.
- Liaise with social care as needed.
- Meet with parents as required to express concerns and discuss cases which make meet threshold for a referral.

General

- Maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- Maintain excellent relationships with appropriate outside agencies, to ensure we can access high quality external support where possible and appropriate.
- Play an active part in promoting teamwork and good communication throughout the Academy
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal of the Academy commensurate with the pay and grade of the post

Signed by Postholder

Date

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