

# Job Description

## Inclusion Officer

Role Profile:	Specialist Band G
Service/Team:	Inclusion Service, Education and Skills Directorate
Reports to:	Senior Inclusion Officer
Responsible for:	N/A
Number of posts:	7.5 FTE
Post number:	110724
Career Grade:	N/A

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that children and young people receive a suitable, full-time education.**

### Job Overview

Inclusion Officers work collaboratively with schools to support the development of inclusive practice, which reduces persistent absence and the need to use disciplinary sanctions that result in children and young people missing out on education or being placed in alternative provision.

They will identify children that are: persistently absent from school, missing out on education (because of illness, suspension, exclusion), those who have no school place or are not being offered a full-time suitable education, or whose elective home education is not suitable.

For the children and young people identified, the Inclusion Officer will work collaboratively with them, their family, schools, and other agencies to ensure that they receive a suitable education either at school, in alternative provision or through being electively home educated.

### Key Responsibilities

- To establish effective, professional relationships with schools providing information, guidance support to develop good practice which ensures that, wherever possible, all pupils attend school regularly and receive a full-time suitable education
- To identify children who are persistently absent from school or are not receiving a suitable education, including assessing the suitability of elective home education
- To advise and when appropriate, challenge schools, parents or carers, professionals, and other agencies when specific children and young people are not attending their education setting regularly or not receiving a suitable, full-time education
- To advise schools and parents/carers on the development and implementation of plans to meet the needs of specific children and young people to ensure they receive a suitable education either at school or through elective home education, including supporting referrals to alternative provision and other agencies where appropriate

- To ensure children and young people's voices are heard and they have the opportunity to give their opinions on their situation, future educational provision and any plans made to support their attendance
- To monitor the effectiveness of any plans which have been implemented to ensure that specific children and young people attend school regularly and receive a suitable education
- To ensure that children and young people that are not on a school roll are located and action taken to secure them a school place and ensure their attendance
- To support the administration of legal and other measures that may be necessary to ensure parents fulfil their responsibility to ensure their children access an appropriate education.

### **Specific Qualifications and Experience**

- 3 A levels /NVQ, HND or diploma or above in a related field or equivalent in experience
- Experience of effectively working collaboratively with and providing advice and guidance to school staff in relation to pupil behaviour and attendance
- Experience of effectively working collaboratively with a range of professionals and agencies to improve outcomes for children and young people
- Experience of working directly with parents, carers, children, and young people.

### **Personal Qualities & Attributes**

- Excellent verbal and written communication skills, including the ability to understand complex information and communicate its content to a wide range of individuals
- The ability to analyse and understand data
- An excellent team player who contributes to and celebrates the success of the whole team, encourages and listens to new ideas and is positive about change
- Excellent interpersonal and negotiation skills that enable the quick development of positive working relationships with professionals, parents/carers, and children, including the ability to be able to challenge in a constructive, non-confrontational and positive way when necessary.
- A positive, solution focused and creative approach to problem solving
- Excellent planning and organisational skills, the ability to set priorities with their own work and work effectively and flexibly as part of a team in order to meet service need
- The ability to handle sensitive and confidential information with discretion
- A high level of professional curiosity that enables the identification of issues and risks that require further investigation and action
- The ability to cope with pressure and to manage conflicting priorities effectively and the personal resilience and a tenacity to ensure the best possible outcomes are achieved for children and young people.

### **Job Requirements**

- A good knowledge and understanding of:
  - relevant education legislation and statutory guidance

- good practice in relation to promoting attendance and positive behaviour in schools
  - safeguarding procedures in relation to children and young people
  - Equal Opportunities and Diversity legislation
- The use of various software packages including Microsoft 365 applications and bespoke management information packages
- The flexibility to work from a range of locations within the BCP area including; BCP offices, your home, schools, service user homes and at any other place which the council may reasonably require for the proper performance and exercise of your duties
- A flexible approach to working hours, including the ability to attend meetings before and after school hours where appropriate
- A DBS check
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.