

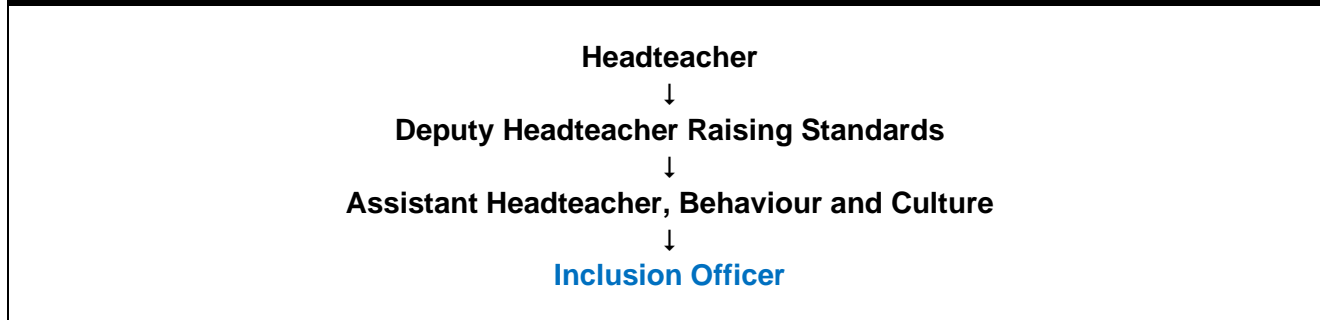


King's Academy  
Easthampstead Park

# Job Description: Inclusion Officer

<b>Location:</b> King's Academy Easthampstead Park (KAEP)	<b>Department:</b> Raising Standards
<p><b>Pay Grade:</b> KGA-£05-6 – 9,</p> <p><b>Salary:</b> £21,543 per annum (£13.66 per hour) including London Weighting and Holiday Entitlement.</p> <p>36 hours per week, Monday to Friday, 8.30am - 4.15pm (4pm on Fridays), including a 30-minute unpaid lunch break to be taken flexibly. Term time only.</p>	With effect from: As soon as possible

## Designation of Post and Position within the Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

All post holders are expected to support the school's vision, values, and beliefs, familiarise themselves with school policies and procedures; and reinforce these with students, parents, and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

## Post Purpose

To work with and in support of the Raising Standards team by assisting in creating a positive identity for the school through embedding the King's Academy Easthampstead Park vision and values to enable students to thrive and follow agreed school policies.

## Designation of post and position within the department structure

The post holder reports to the Assistant Headteacher for Behaviour and Culture and will work in collaboration with the relevant staff within the Raising Standards Team, Senior Leadership Team, Heads of Year and Curriculum Leaders.

## Main Duties and Responsibilities

- Role Expectations**
- Lead the day-to-day running of the inclusion provision, ensuring a safe, calm, and appropriate learning environment.
  - Support and supervise students during social times as directed by the Leadership Team.

- Ensure effective deployment of resources to support students' academic and pastoral needs.
- Supervise and manage the school inclusion room, ensuring it operates efficiently and meets students' needs.
- Establish and maintain a climate of excellence in teaching and learning within the provision.
- Provide day-to-day supervision and support for staff working within the inclusion room.
- Ensure effective liaison with Raising Standards staff and curriculum leaders regarding inclusion provision and student progress.

### **Behaviour and Pastoral Support**

- Oversee the pastoral and academic support for students who have been removed from the classroom and placed in inclusion.
- Maintain good order and discipline among students in the inclusion room.
- Be responsive to SEMH and SEN behaviours, offering tailored support to students in need.
- Support students in reintegration back into mainstream lessons after time in inclusion.
- Provide emotional and behavioural interventions for students, including those who struggle with Emotional-Based School Avoidance (EBSA).
- Assist students in making positive changes to their attitude and engagement with school.
- For identified students, monitor, plan, and implement behaviour interventions, working collaboratively with the Raising Standards team and external agencies.

### **Curriculum and Learning Support**

- Ensure that a bank of accessible resources is collated and available to students in the inclusion room.
- Coordinate with teaching staff to provide suitable work for students in inclusion.
- Contribute to the On Tour system when required.
- On occasion to cover for absent teachers to maintain the effective running of the school.
- Be part of a team that assist with the management of pupils outside the classroom e.g., lunch times and outside the school e.g., school trips as directed.

### **Communication and Reporting**

- Provide data and analysis on inclusion room usage, evaluating trends and impact.
- Maintain accurate records of student attendance, progress, and behaviour within the inclusion provision.
- Liaise with parents/carers when necessary while students are in the inclusion room.
- Report daily to Heads of Year and the Assistant Headteacher, Behaviour and Culture, raising any concerns regarding student conduct.

### **Collaboration and Professional Development**

- Work effectively as part of the Raising Standards Team and Safeguarding Team, ensuring the best possible outcomes for students.
- Attend relevant Inclusion and Intervention meetings, as well as full staff meetings.
- Engage in training opportunities and professional development as required.

## **Supporting the Academy**

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

#### **KAEP**

It takes a whole community to raise a child

#### **KGA**

**HONESTY:** A workplace where everyone feels safe and able to express their thoughts and ideas.

**FAITH:** We will encourage others to have faith in their own capabilities.

**COURAGE:** We embrace diversity and champion inclusivity.

Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

## Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.

Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

## Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

There are no budgetary responsibilities or performance management responsibilities linked to this role - budget responsibility is held by the Assistant Headteacher as the Line Manager.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.

### **Successful appointment would be subject to:**

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



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## Person Specification: Inclusion Officer

Key Criteria	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE's grades A*-C, or equivalent, including English and Mathematics.</li> <li>• Level 3 qualification or equivalent in a relevant subject area.</li> <li>• IT literate, the school uses the Google platform.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with Microsoft Office tools.</li> <li>• Previous experience of working in a secondary school.</li> <li>• Previous experience of working with SEND students.</li> </ul>
<b>Competence Summary (Knowledge, abilities, skills and experience)</b>	<ul style="list-style-type: none"> <li>• Experience in taking responsibility, working effectively with others and contributing to a team.</li> <li>• Ability to offer 'cover' when teaching staff have commitments that take them away from the lesson.</li> <li>• Adaptability and willingness to learn new skills, systems and applications.</li> <li>• Ability to show resourcefulness, motivation and diligence when engaging students in learning or wider curriculum activities.</li> <li>• Ability to communicate clearly and effectively, both orally and in writing, with parents, children, colleagues and other professionals.</li> <li>• Ability to plan, organise and manage workload effectively, work under pressure and meet deadlines.</li> <li>• Respect the need for discretion, sensitivity and confidentiality when handling student information.</li> <li>• A willingness to adopt a flexible and tolerant approach to supporting young people.</li> <li>• Know when to seek help or ask for advice.</li> <li>• Commitment to the safeguarding of our students, participation in training and adherence to school policies.</li> <li>• Have a positive outlook, be relentless in finding the potential in children and supporting this to flourish.</li> <li>• Act as a role model, be well-presented and hold students to account for your same high standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Safeguarding support or work involving children and families</li> <li>• Awareness of data protection GDPR</li> </ul>

<b>Impact on the Community</b>	<b>Safeguarding requirements</b> <ul style="list-style-type: none"><li>● All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.</li><li>● To satisfy and comply with Safeguarding and Child Protection requirements, you will be required to complete the following (resources will be provided upon appointment):<ul style="list-style-type: none"><li>● Child Protection in Education 11-18 years</li><li>● The Prevent Duty</li><li>● Raising Awareness of Peer-on-Peer Abuse</li><li>● Female Genital Mutilation Awareness</li><li>● Sexual Violence and Harassment between Children and Young People</li><li>● A Practical Guide to the GDPR for Education</li><li>● CP Induction</li></ul></li><li>● You are expected to read and understand at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" - this is available on the school website under information/policies</li><li>● The KAEP Safeguarding and Child Protection policy is sent to all new employees with their appointment pack. Both of these items will be covered in the CP induction</li></ul>	
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