



# Job Description Inclusion Worker

**Main Place of Work:** Employability Solutions Kirklees.

**Responsible to:** Inclusion Manager

**Employment Contract:** Term Time + 5 days (40 weeks)

**Hours:** 35 hours over 5 days

## Purpose of the post:

Using a strengths-based, holistic approach, you will work to promote the following key areas:

- Improve Attendance
- Improve Engagement
- Improve Behaviour
- Improve Health Needs
- Improve Educational Outcomes

## **Responsibilities of the post:**

- Develop, with the support of the Inclusion Manager, targeted interventions and clear plans of support and report on the progress.
- Support families to develop practical strategies to allow their child to make progress.
- Work in collaboration with the class tutors to assist in the preparation of resources and report on the outcomes of the lesson objective / targeted intervention.
- Foster links between home and school.
- Attend and contribute during staff meetings.
- Share timely information with the team and update the school management systems with daily observations.
- Contribute to student reviews (EHCP, annual, ILP's etc) by responding to requests for information and attending meetings where appropriate.
- Develop a local knowledge of resources available to support outcomes, i.e., leisure facilities, sexual health, holiday activities etc.
- Work in partnership with external agencies and service providers
- Provide written and/or verbal contributions to reviews when requested, and where necessary, represent ES, the student and their family at professionals' meetings i.e., TAF



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## General Duties:

- Assist with the supervision of students out of lesson times, including before and after school, and at breaks and lunch times where required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Provide cover where required in the event of staff shortages.
- Support, uphold and contribute to the development of ES policies and procedures.
- Provide timely responses to emails or requests for information from the wider team and SLT.
- Manage your online calendar and ensure important deadlines are met, seeking support where required.
- Commitment to your own continuous professional development (CPD).
- Take an active part in appraising own work as part of the annual appraisal process.
- Attend company training days, team coaching, INSET days and meetings as required.
- Access 1:1 coaching and support.
- Live and breathe ES Company Values.

## Safeguarding Statement

All adults working in, or on behalf of the school have a responsibility to safeguard and promote the welfare of children. This includes responsibility to provide a safe environment in which children can learn.

Please refer to the below document. This guidance applies to all schools and is for: headteachers, teaching staff and the wider workforce including volunteers; governors, directors and board members. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people in schools and colleges.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## Other

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.