



Inclusion Assistant

Job Description

Responsible to: Inclusion Manager

Working alongside: Pastoral team

Objective

- **To assist the Inclusion Manager and to provide support to the pastoral team under the direction of the Inclusion Manager, providing a range of support strategies to students, staff and parents.**

Core Duties:

- Respond appropriately to pastoral and safeguarding concerns and be proactive in identifying risk factors and implementing solutions
- Work with the Inclusion Manager to facilitate the provision of mental health support, and ensure the caseload is managed for students via the counselling service within school and/or other agency support
- Assist the Inclusion Manager in the coordination of outside agency support and complete relevant referral documents
- Work alongside the pastoral team to ensure a coordinated approach to intervention is undertaken
- Support in the coordination of Health Care Plans for students
- Build relationships and be a point of contact, advice and support for students, parents, staff and other professionals
- Support in the coordination of whole school events such as mental health day, school photographs and vaccinations
- Support the Inclusion Manager and work alongside the pastoral team in promoting the school's response to mental health
- To be a Mental Health First Aider, complete relevant training associated with the role and continuously develop own professional practice
- Support with home visits for attendance and safeguarding concerns as necessary.
- Support the Inclusion Manager in ensuring appropriate interventions are in place for students identified as having attendance, safeguarding and mental health concerns
- Support the Inclusion Manager in monitoring, auditing and reviewing whole school mental health and attendance
- Support in the coordination of the statutory daily requirements for attendance
- Assist with the Early Help process



- Be confident in advising and supporting staff, students and parents and responding to challenging situations

Administration

- To record and maintain accurate CPOMS records including administration associated with any meetings
- Communicate verbally and electronically with students, staff, parents and external professionals and ensure accurate records are kept
- Support with general administration related to the role or the role of the Inclusion Manager

To assist the Inclusion Manager and Headteacher as reasonably required that may not be, as described in the job description