

Job Description

Education Inclusion Workers

Service:	Alternative Provision Team	Team:	Inclusion
Location:	Lancashire		
Salary range:	£32,061 - £36,363	Grade:	7
Reports to:	Education Inclusion Worker	Staff responsible for:	0

Job Purpose

Post holders will be expected to:

- To provide inclusion advice, guidance and support to settings, families and other services in line with Section 19 of the Education Act 1996, Attendance and SEND legislation / guidance.
- To collate information demonstrating what education is in place for each child in line with Section 19 Education Act 1996
- To act as a case worker for children without an EHCP who are not on roll of a school and in receipt of Section 19 education provision.
- To use the voice of the child to advocate for change and support mainstream inclusion.
- Respond to, and resolve where appropriate, telephone, face to face, e-mail and postal enquiries
- To interface with colleagues, mainstream schools and short stay schools to support with inclusion and reintegration.

Accountabilities/Responsibilities

- Ensuring a secure understanding of Section 19 Education Act 1996 is applied when supporting settings and children to access a suitable education.
- Provide advice and guidance in line with the relevant legislation for Attendance, Exclusion and SEND.
- Contribute to the early identification of needs and support which is in place, specifically for children and young people presenting with social, emotional, mental health needs (SEMH).
- Be responsible for a caseload of children and young people requiring support or educational oversight.
- Signpost to services which support, advise and provide early intervention for vulnerable

pupils.

- Provide useful documents to support voice of the child work to develop reasonable adjustments.
- Contribute/lead meetings on an individual basis with parents or within settings to understand the education on offer and support access to suitable education.
- Attend meetings as representative of The Alternative Provision Service.
- Work in collaboration with our Pupil Referral Units, Alternative Provision providers and wider services to support improved outcomes for vulnerable children and young people.
- Contribute to the development of impact data to support self-evaluation for service, settings, schools and children.
- Carry out quality assurance checks for Alternative Provision Providers.
- Work within service/setting policies and procedures.
- Attend staff training as appropriate
- Take care of your own and other people's health and safety through a dynamic risk assessment.
- Take responsibility for an area of development within the service as directed by the manager.
- Undertake service administrative tasks as appropriate
- Monitor and systematically record appropriate information across service electronic systems.

Other

• **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

• **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

• **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

Education Inclusion Worker

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
Recognised and relevant NVQ Level 3 qualification or equivalent. NVQ level 2 or equivalent qualification in English/Literacy and Mathematics/numeracy
Experience
• Detailed practical knowledge of the application of Section 19 Education Act 1996. • Experience and knowledge of school attendance procedures and the impact of poor attendance on inclusion.

- Experience of SEND and relevant knowledge / experience supporting vulnerable pupils.
- Experience of working in a classroom / educational setting / environment.
- Experience of supporting children and young people with challenging behaviour and other contributing factors which impact education inclusion.
- Ability to clearly explain technical terminology.
- Ability to relate well to children. - understand barriers to education from the perspective of children, young people and parents.
- Empathy and sensitivity to the needs of children and young people.
- Knowledge and experience of professional processes.
- Knowledge of Alternative Provision guidance.
- Analytical skills.
- Knowledge of Microsoft Office and its applications.
- Ability to proactively respond to the demands of the service and stakeholders
- Ability to work as part of a team.
- Experience of Administrative work
- Good communication skills.
- Organisation and time management skills.
- Knowledge of the concept of confidentiality. (GDPR)
- Ability to make effective use of ICT
- Flexible attitude to work.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post:
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive

