SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Title:** Inclusion Lead

**Post Grading:** Grade E

**Annual Hours:** 1511.25

**Weekly Hours:** 38.75

**Working Hours:** 8.00am – 4.15pm (Monday to Friday)

**Weeks per year:** 39

**Additional Hours**: 38.75 hours to be worked outside of term-time

**Line Manager:** Assistant Principal

**Accountable to:** Assistant Principal and Pastoral Leader

**Postholder:**

This document outlines the duties required of the post holder to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

**Key purpose of job**

The main purpose of the post is to Lead on Inclusion strategies to support vulnerable students and engage them with their learning. Deliver an Early Intervention programme to support the complex needs of vulnerable students swiftly. To take a lead on ensuring all pupils are safe and every day be proactive in monitoring and intervening with our vulnerable children. Lead on putting Alternative provision in place and ensuring it is appropriate, has a clear purpose and has a positive impact for students and the College. Work with Pastoral Leaders and the Pastoral team to ensure that students meet the high expectations that we have of them, enabling them to reach their full potential.

# Key Tasks

**Safeguarding and Child Protection:**

* To be part of the safeguarding team and make significant contribution to keeping our students safe
* To monitor and triage all CPOMS referrals for year group(s) conduct initial investigations and take appropriate action where necessary
* To provide support, advice and guidance to students who are vulnerable or who are a safeguarding concern and liaise on their behalf with key stakeholders to help ensure that they are safe and able to succeed
* To discuss areas of concern with DSL/DDSL and report concerns for students’ welfare to relevant authorities including children’s social care
* Record all interactions surrounding safeguarding on CPOMS and provide updates to DSL when necessary
* Ensure that the relevant Pastoral Leader (PL) is appraised of any significant safeguarding concerns
* To produce reports, plans and risk assessments to support student safety
* Co-ordinate, attend and/or lead meetings for students who have a social worker or for whom there are safeguarding or welfare concerns
* Ensure that relevant staff are informed of support strategies in place to ensure student welfare needs are met

**Early Help:**

* To provide pastoral support to students (including dealing with personal problems, bullying issues and mediating)
* To be accessible to students before and after school and during their breaks to enable them to seek support and guidance
* To ensure specific students with support plans and risk assessments are receiving the support necessary, that plans are fully implemented and where appropriate shared with other members of staff
* Undertake necessary assessments to ensure levels of need are understood and appropriate support is in place to enable students to succeed and flourish at Sir John Hunt
* Signpost parents to support services outside of school to help overcome family based issues and remove students’ barriers to learning
* Work with external agencies to provide early help and to support students’ education;
* Advocate for students on behalf of The College
* To liaise with parents/carers as appropriate to support their child’s education
* Promote good attendance and punctuality, assisting the Pastoral Leader and Attendance Lead with students’ attendance issues
* To help monitor students on report and support Pastoral Leader with interventions to improve student conduct
* Support students at the start of the day to ensure that they are equipped for learning
* To contribute to all aspects of student transition relating to allocated year group(s)
* Work with the leads for Personal Development, Careers, Mental Health, SEN, Character and Enrichment to ensure that all students receive the necessary interventions to enable them to progress
* Mental Health lead/champion?

**Alternative Provision:**

* To work collaboratively with colleagues including Pastoral Leaders and the SEND team to identify students for whom alternative educational provision (AP) or alternative curriculum may be appropriate
* Work with Pastoral Leaders, Curriculum Leaders, SEN and Summit teams to support students with alternative curriculums within the College
* Identify appropriate alternative education packages for students when appropriate and subsequently support their attendance and engagement with alternative provision
* Ensure that work is available for long term absent and excluded students where appropriate
* Contribute to Quality Assurance of students’ alternative placements
* Visit students on alternative provision to check their welfare and maintain their engagement at Sir John Hunt
* Gather documentation from providers of alternative provision to support establishment and monitoring of contracts

**Other Duties:**

* To provide a strong and positive role model for students and build strong working relationships
* with them
* Being part of the on-call duty team and undertake duties during the student breaks and lunch time
* To help promote excellent student conduct and to assist with behaviour incidents as per the College Conduct for Learning Policy
* To attend appropriate College events
* To support other Pastoral Inclusion Leads where required
* Any other tasks as reasonably directed by the Principal

July 2025