

Job Profile Information: School Inclusion Lead Officer

This supplementary information for the School Inclusion Lead Officer role is for guidance for Job Level 4 Zone 1.

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To take a developmental lead in the Local Authority work around the inclusion of Camden pupils and to lead on the development of a borough wide strategy to reduce exclusions.

Example outcomes or objectives that this role will deliver:

- To be a lead in the School Inclusion Team and to support the development of a culture of collaborative working practices to ensure all statutory duties relating to school exclusion and inclusion are met across the team.
- To work in collaboration with all team members, leading on additional team responsibilities and duties as required to meet collective team responsibilities across all of the team's core functions.
- To work with the service manager and colleagues to develop a culture of continuous improvement with agreed success criteria and monitor the performance of the service against performance measures and develop strategies to improve performance where necessary.
- To actively work with schools, children and young people and their families, who are at risk of social and educational exclusion to address the negative factors impacting on families due to exclusion or other factor leading to children missing education.
- To actively develop and support Local Authority policies and strategies to reduce exclusion/increase inclusion through joint work with school headteachers and senior school staff.
- To have a strategic overview of data relating to exclusion/managed moves and to share with key stakeholders as required.
- To lead on ensuring all pupils who are permanently excluded are in receipt of suitable education on the 6th day of exclusion.
- To develop a clear, accurate and effective advice and support service clearly focussed on the needs of children excluded from school.
- To case manage children who have been excluded, or who are managed moved between school and the pupil referral units, linking with other agencies as appropriate and ensure timely admission into a new educational placement.
- To lead on initiatives and projects around multi agency working to support young people at risk of exclusion.
- To line manage the Early Intervention & Placement Officer to ensure the inclusion of an improved outcomes for children and young people out of school.
- To be the lead representative for Camden LA at exclusion hearings.
- To undertake a range of administrative duties including the updating of records, cases notes and databases, the raising and payment of invoices as agreed with the Team Manager.

People Management Responsibilities:

- The post holder will be expected to contribute to and support the team leader with the strategic leadership and effective line management and professional development of the whole team.
- They will directly line manage the Early Intervention & Placement Officer.

Relationships:

- The post involves working directly with colleagues in Camden Learning and with key stakeholders and partners including LA Officers, Headteachers/Senior Leaders and Council members.
- The postholder will be expected to represent Camden Learning and the Council on matters relating to exclusion/inclusion of young people.
- The post holder will be expected to liaise with other teams within and across all directorates and will be required to build and maintain good working relationships, demonstrate the required levels of behaviours for the role and model the Camden ways of working.
- Represent and promote services in Camden and Camden Learning by working as a member of working parties and practice development groups in partnership with other agencies as required.

Work Environment:

- The post holder will be based within 5PS but will be expected to work flexibly across other council buildings.
- The post will involve visits to schools, residents' homes, and other venues in and outside the borough.
- There will be expectation to develop effective agile working practices.
- The post involves occasional lone working.

Technical Knowledge and Experience:

Essential

- To have experience of working at a senior role within a relevant council team or educational setting.
- Specialist knowledge and understanding of the statutory framework around all areas of school inclusion and exclusion.
- Proven experience of working with and effectively engaging vulnerable families and young people to remove barriers around social exclusion and to be able to work constructively to maximise access to education.
- Proven experience of managing a caseload of children, young people and their families with additional and complex needs, effectively prioritising the work and demonstrating resourcefulness, adaptability and creative problem-solving
- Proven experience of adapting to changing circumstances to meet need and the ability to respond flexibly
- Excellent interpersonal skills, demonstrating the ability to communicate effectively with a variety of stakeholders including council members, local authority service managers and the management team, headteachers and other senior leaders.
- Experience of influencing others and demonstrating effective multi agency working.
- Proficiency in IT skills, data analysis, report writing and keen presentation skills.
- Proven experience of developing, implementing and reviewing effective policy.

- Proven ability to work to own initiative, prioritise workload and manage competing deadlines, demonstrating effective personal organisation skills that support a proactive approach to the work.
- Experience of lone working, including home visiting and the ability to assess risk and implement the relevant procedures.
- Thorough knowledge and understanding of safeguarding policy, legislation and best practice guidance.
- An awareness of Disability Discrimination Act and Special Education Needs legislation.

Desirable:

- To hold a professional qualification equivalent to a diploma in social work, youth work or an associated educational area.

Camden Way Five Ways of Working

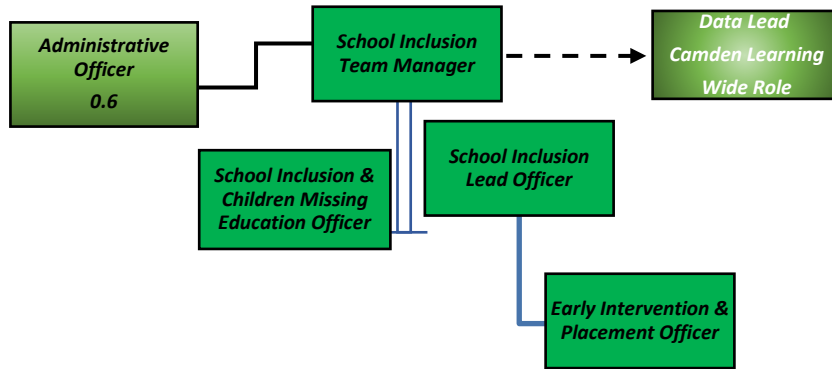
In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)

Structure Chart



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