Stoke Mandeville Combined School

Caring, Inspiring and Achieving Together

JOB DESCRIPTION

Post: Inclusion Support Worker

Main purpose of the post

The Inclusion Support Worker will play an important role in supporting the welfare, wellbeing and inclusion of pupils at Stoke Mandeville Combined School.

Working closely with the Headteacher/Designated Safeguarding Lead, Senior Leadership Team, and wider staff team, the postholder will provide targeted support for pupils, particularly those experiencing social, emotional and mental health (SEMH) difficulties or facing additional barriers to learning.

The role will have a strong focus on pastoral care, family engagement and early intervention. The postholder will build positive relationships with children and families, act as a key point of contact for families requiring additional support and contribute to the school's early help response.

The postholder will deliver a range of planned and responsive interventions to support children's emotional wellbeing, social development, positive relationships and engagement in learning. They will also work alongside the school's Mental Health Lead to promote positive mental health and wellbeing.

As a member of the school's safeguarding team, the postholder will undertake Deputy Designated Safeguarding Lead responsibilities, following appropriate training and working alongside the DSL and wider team to promote a strong culture of safeguarding.

This is a varied role requiring flexibility, initiative and the ability to respond sensitively to the changing needs of children and families.

Key responsibilities

1. Pastoral care and pupil support

- Provide targeted pastoral support for pupils experiencing social, emotional and mental health difficulties.
- Build positive, trusting relationships with pupils, providing a safe and supportive environment in which children feel listened to and valued.
- Support pupils with emotional regulation, self-esteem, resilience, positive relationships and behaviour.
- Identify emerging pastoral needs and work with class teachers and the Senior Leadership Team to ensure appropriate support is put in place.
- Support pupils experiencing difficulties with attendance, engagement, transitions or relationships.
- Provide responsive support when pupils are experiencing emotional distress or difficulties managing their feelings and behaviour.
- Support pupils with additional learning and inclusion needs, including providing appropriate classroom support where required.
- Contribute to the development of an inclusive school culture in which all children feel a sense of belonging.

2. Family support and early help

- Act as a key point of contact for families requiring additional pastoral or family support.
- Develop positive, respectful and trusting relationships with parents and carers.
- Identify families who may benefit from additional support and help facilitate an appropriate early help response.
- Support families to access relevant services, guidance and community-based support.
- Contribute to Early Help Assessments and Team Around the Family meetings, as appropriate to training and delegated responsibilities.
- Liaise with external professionals and agencies to support children and families.
- Support parents and carers to understand their child's needs and develop strategies to support their wellbeing at home.
- Maintain appropriate records of family support, communication and agreed actions.
- Promote positive home-school relationships and encourage families to engage with the school.

3. Safeguarding and Deputy DSL responsibilities

- Undertake the role of Deputy Designated Safeguarding Lead, following appropriate training and in accordance with statutory guidance and school procedures.
- Work alongside the DSL and wider safeguarding team to promote a strong culture of safeguarding across the school.
- Respond to safeguarding concerns, ensuring that information is recorded accurately, promptly and in accordance with school procedures.
- Support the identification and response to children who may be at risk of harm or who require additional safeguarding support.
- Contribute to safeguarding meetings, multi-agency discussions and information sharing where appropriate.
- Support effective communication between school, families and external agencies, maintaining appropriate professional boundaries.
- Maintain confidentiality and ensure that safeguarding information is handled sensitively and securely.
- Contribute to safeguarding reviews, monitoring and the ongoing development of safeguarding practice.

4. Mental health and emotional wellbeing

- Work alongside the school's Mental Health Lead to promote positive mental health and emotional wellbeing.
- Support the implementation of the school's mental health and wellbeing provision.
- Identify pupils who may benefit from targeted mental health or emotional wellbeing support.
- Deliver appropriate interventions to support anxiety, emotional regulation, resilience, self-esteem and positive relationships.
- Promote a culture in which children feel able to talk about their feelings and seek support.
- Support staff in identifying children who may be experiencing emotional or mental health difficulties and share appropriate strategies and signposting.
- Contribute to whole-school wellbeing initiatives and awareness activities.

5. Targeted interventions and learning mentoring

- Plan and deliver targeted individual and small-group interventions to meet identified pupil needs.
- Deliver both structured, planned interventions and responsive support when children require additional help.
- Use appropriate evidence-informed approaches to support social, emotional and behavioural development.

- Maintain records of interventions, monitor pupil progress and evaluate their impact.
- Work with class teachers and other staff to ensure that interventions complement classroom provision.
- Promote effective learning mentoring and pastoral approaches across the school.
- Support colleagues in identifying appropriate strategies and approaches for pupils requiring additional support.
- Review interventions regularly to ensure that provision remains responsive to children's changing needs.

6. Inclusion and wider school contribution

- Contribute to the school's wider inclusion strategy and commitment to removing barriers to learning.
- Work collaboratively with teachers, support staff, parents and external professionals.
- Support the identification of children who may require additional or specialist support.
- Contribute to transition arrangements for pupils requiring additional pastoral support.
- Promote the school's values of Respect, Responsibility and Resilience.
- Maintain professional knowledge and undertake relevant training to develop practice.
- Undertake other reasonable duties appropriate to the level and purpose of the role.

Safeguarding

Stoke Mandeville Combined School is committed to safeguarding and promoting the welfare of children. All staff are expected to share this commitment and understand their responsibilities in keeping children safe. The postholder will be required to undertake an enhanced DBS check and all relevant safer recruitment checks.

This job description is not exhaustive and may be reviewed in consultation with the postholder to reflect the changing needs of the school.