



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Inclusion Support Officer

Grade: SO2

Directorate: Children and Families

Department: SEND, Inclusion and Learning

Responsible to: Senior Coordinator – Inclusive Learning

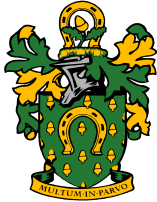
Purpose of the Job:

To support the delivery of the Rutland SEND and Inclusion Strategy, working in partnership with education providers to implement processes which enable children and young people to receive their education entitlement and to remain fully engaged in their school curriculum and within their school community.

To support the Council in the implementation of its statutory duties in relation to the education of children and young people including those who are missing education, at risk of exclusion, receiving alternate education, electively home educated, and accessing employment.

Main Responsibilities

- To deliver the Council's statutory responsibilities to secure the effective education of children and young people in Rutland in accordance with the Education Act and Education Regulations.
- To ensure children maintain their education entitlement, working in partnership with education providers, including schools, providing professional advice and guidance in line with current DfE legislation and the Council's policy and guidance pertaining to exclusions, fair access, reduced timetables, children missing education and children electively home educated.
- To support children who require additional support in their education, implementing and coordinating robust education and support plans and to maintain up to date case recording of interventions and support utilising our Liquid Logic case management system.
- To prepare and present referrals, support packages and funding applications to the multi-agency SEND Panel for consideration of alternative provision or additional support for children and young people, in accordance with their Early Help



RUTLAND COUNTY COUNCIL

Assessment, (EHA), Child in Need, Child Protection Plan, Education Health and Care Plan (EHCP) or other identified needs .

- To monitor and undertake quality assurance of provision for children and young people who are out of school, within alternative provision, on reduced timetables or electively home educated to ensure plans are appropriate and plans support reintegration where appropriate.
- To engage and support parent/carers for children who are registered for Elective Home Education as permitted under current legislation, undertaking liaison and relevant quality checks.
- To develop and maintain systems to effectively monitor and track children and young people who are within scope of the Inclusion Service ensuring the Council acts within prescribed legal timescales on attendance, exclusions etc.
- To collect and maintain up to date service data including the management of relevant service databases and to support the submission of statutory information returns and performance data accurately and within deadlines.
- To administer regulatory powers available to the Local Authority and to manage the issuing of penalty notices to parents/carers in accordance with the Education Act. To ensure regular monitoring and management of relevant databases and that payment is received within the guidelines and fines are allocated to the correct budget.
- To manage caution and record pre-court interviews with parents, under the Police and Criminal Evidence Act. To collate and prepare court papers, statements and exhibits and to attend Court as a Professional witness where required.
- To implement the Council's duties in relation to statutory provisions regarding child performance, juvenile employment and the issuing of chaperone licences
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control



RUTLAND COUNTY COUNCIL

and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes

Work collaboratively across services and partners to ensure a joined up, consistent service that adds value

Be ambitious for children and young people and champion best practice to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



RUTLAND COUNTY COUNCIL

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to degree level or equivalent level professional qualification in a relevant education, SEND or children and family field.	A/D

Desirable	Method of Assessment *

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of working in children's or education based services providing direct support to children, young people and families	A/I

Desirable	Method of Assessment *
Experience of supervising staff and providing case guidance and supporting professional development.	A/I
Experience of partnership working with education providers and other relevant organisations to ensure children have access to appropriate support and advice.	A/I
Experience of developing and implementing operational processes and protocols within an education environment or children's based service	A/I
A sound knowledge, understanding and experience in applying appropriate legislation and national policy for children services, including the Children's Act, Education Act and Children and Families Act.	A/I
Excellent knowledge and experience of using ICT packages, including using electronic case management systems, spreadsheets, databases, and Microsoft Office.	A/I



RUTLAND COUNTY COUNCIL

SKILLS

Essential	Method of Assessment *
A passionate individual who is committed to the inclusion, protection and safeguarding of children.	A/I
Strong partnership working skills with an ability to influence and broker relationships between families and education providers to achieve positive educational outcomes for children and young people.	A/I
A problem-solving attitude and an ability to bring a range of services, interventions and creative solutions together to bring about change.	A/I/T
An effective communicator who is able to hold challenging conversations in the interest of children and families.	A/I
Ability to write effectively and to develop clear and concise plans and reports.	A/I/T
Good analytical skills with an ability to digest and present a range of information including data analysis and reporting.	A/I
Highly organised with good time management skills and the ability to prioritise work effectively.	A/I
Ability to use own initiative working within defined boundaries	A/I

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



RUTLAND COUNTY COUNCIL

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* **A** = Application Form **D** = Documentary evidence **I** = Interview **T** = Test

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
21/08/2025	No – new template	Andrea Tyler, Senior Coordinator – Inclusive Learning