# Job Description

## POST IDENTIFICATION

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| **Post Title** | ALN and Inclusion Officer | | | | |
| **Grade** | Grade 8 | **Job Evaluation ID:** | 1463c | **Date Evaluated/Reviewed** | July 2026 |

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| **Service Area** | Education | | | | |
| **Service Team** | Inclusion | | | | |
| **Responsible to** | ALN Manager | | | | |
| **Areas of Responsibility** | Assistant ALN & Inclusion Officers | | | | |
| **Number of staff responsible for** | 4-9 | **Political Restricted Role** *(refer to special conditions section)* | No | **DBS Required** | Yes |
| Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role) | | | | | |

## JOB PURPOSE

Under the supervision of the ALN Manager to operate procedures relating to:

- Pupils with Additional Learning Needs
- Child Protection
- Complaints.

## KEY RESULT AREAS

**Additional Learning Needs**

1. To make arrangements for the assessment of additional learning needs of pupils, to collate reports, prepare statements/notes in lieu, and secure the implementation and review of prescribed provision.
2. To prepare and assist in the preparation of reports, notes, estimates, statistics and other documentation of ALN management and administration.
3. To arrange, represent the Chief Education Officer at, and provide support for relevant meetings for appeals, case conferences and tribunals.
4. To act as nominated officer in relation to the process of statutory assessment.
5. To make arrangements for and attend Annual Reviews and implement recommendations as appropriate.

**Pupil Support**

6. To operate procedures relating to the placement of pupils and contribute to the development and maintenance of policies on pupil discipline and behaviour.
7. To attend meetings of the Area Child Protection Committee or its sub-committees as appropriate.
8. To provide relevant training and support for schools and governors.
9. To establish and operate a system for responding to complaints against schools.
10. To contribute to the development and maintenance of procedures for working with parents as partners in the education of their children.

*This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.*

| PERSON SPECIFICATION | | |
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| | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | • Educated to degree level or equivalent subject area e.g., ALN/education/social work. | • Evidence of professional development. |
| **Knowledge** | • Working knowledge of ALNET.<br>• Understanding of current Education Law and Statutory guidance in relation to ALN and wider education. | |
| **Experience** | • Experience in working in an ALN environment.<br>• Working with a range of service providers and stakeholders.<br>• Experience of managing a high individual caseload within a pressurised team. | • Establishing and maintaining IT systems.<br>• Experience of budgetary procedures.<br>• Experience in using SIMS and ORACLE financial systems is desirable.<br>• Line management experience. |
| **Aptitude & Skills** | • Be confident in using computer packages.<br>• Be able to supervise and develop staff using a variety of methods.<br>• Prioritise and target set workload.<br>• Be able to collate reports, prepare statements/notes in lieu, and secure the implementation and review of prescribed provision.<br>• Be able to work as a member of a team and work well under pressure.<br>• Demonstrate commitment to the improvements and development of own performance and that of their manager.<br>• Commitments to develop and maintain departmental procedures for working with parents, schools and other agencies. | • Demonstrate excellent communication skills at all levels: colleagues' schools and parents. |

## EXPECTED BEHAVIOURS & VALUES

- Organise, allocate and check work. Demonstrate trust in others knowing when to support and when to step back.
- Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.
- Communicate in a straightforward way. Confidently handle challenging conversations. Encourage and be open to developmental feedback from others
- Consider implications and make decisions / recommendations based on evidence and consultation.
- Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

## Equal Opportunities

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| **Equal Opportunities** | Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council |

## Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

## Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

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| Welsh Language Skills | | Desirable | | | |
| Listening / Speaking Skills | 3 | Writing Skills | 3 | Reading / Understanding Skills | 3 |

## Special Conditions

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| **Disclosure & Barring Service Disclosures** | This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement |
| **Politically Restricted** | Not Applicable |
| **Other (including physical demands and working conditions)** | • Have a current and full driving licence<br>• There will a requirement on some occasions to work outside of standard officer hours to attend governing body meetings, training courses and conferences<br>• Generally, annual leave to be taken in periods of school closure |

## Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

**To find out more about working for Newport City Council, visit www.newport.gov.uk or click here**