



# Northlands Primary School and Nursery

## Job Description – Inclusion Liaison

<b>Job Title</b>	Inclusion Liaison
<b>Responsible to</b>	Head Teacher
<b>Responsibilities</b>	<p>Under direction of the Inclusion Manager and SENCo:</p> <ul style="list-style-type: none"> <li>- Be the first point of welcome to our school community for new families with signposting to uniform bank or food bank etc.</li> <li>- Build positive relationships with parents and families through playground presence in the morning and afternoon.</li> <li>- Facilitate and attend parent meetings including (but not limited to): TAFs, school attendance meetings, One Plan meetings.</li> <li>- Take overall management of medical care plans and facilitate sourcing staff training as needed.</li> <li>- Use Medical Tracker to record/monitor First Aid incidents and report these to parents.</li> <li>- Complete Paediatrician referrals, Mental Health Support Team, CAMHS, school nursing team (including health visiting team).</li> <li>- Take the lead on the Young Carers in the school, completing referrals and working with families to identify and support Young Carers.</li> <li>- Work with families to offer support on areas including the following: home behaviour management strategies, for example visuals and social stories, establishing routines, financial support, housing.</li> <li>- Keep records of conversations and follow up on these using school systems (CPOMS).</li> <li>- Use the Local Offer and Directory of Services to signpost parents to support.</li> <li>- Work with children to promote good emotional wellbeing.</li> <li>- Undertake any other duties as deemed reasonable by the Head of School.</li> </ul>
<b>Behaviour and standards</b>	<ul style="list-style-type: none"> <li>- Follow the school's positive behaviour policy to ensure that all children are able to engage positively with learning.</li> <li>- Use positive praise for all pupils.</li> </ul>
<b>Duty of care</b>	Follow school policies and procedures to ensure that all pupils and staff are safeguarded and that wellbeing is at the heart of the school community.