



HOLSWORTHY

C OF E PRIMARY SCHOOL

Working together, growing together, all to flourish

Inclusion Officer

Holsworthy, Devon

Closing Date: Monday 1st June 2026 – 9am

Job Title: Inclusion Officer

Location: Holsworthy CofE Primary School, Sanders' Lane, Holsworthy, Devon, EX22 6HD

Salary: D grade (£27,694 - £28,598)

Hours: 37.50 hours per week, 41 weeks per year.

Contract: Permanent

Start Date: As soon as possible

We are seeking a caring, resilient and highly motivated Inclusion Officer to join our Primary School team. This is a pivotal pastoral role, focused on supporting pupils' emotional wellbeing, engagement in school life and attendance. Working closely with class teachers, senior leaders and families, the Inclusion Officer will help ensure that every child feels safe, valued and supported to achieve their potential.

Key Responsibilities

- Provide one-to-one and small group mentoring for pupils, acting in a pupil-coach capacity to support emotional regulation, confidence, behaviour and engagement
- Support pupils with attendance and punctuality, working sensitively with families to identify barriers and promote regular school attendance
- Track and monitor attendance, implement support plans and conduct home visits where necessary
- Build positive, trusting relationships with pupils and families, offering and leading Early Help support
- Work collaboratively with parents/carers to provide practical support, signposting and advice
- Be an active member of the school's Safeguarding Team, contributing to safeguarding processes, monitoring concerns and supporting follow-up actions
- Work alongside teachers and support staff to implement strategies that promote inclusion and positive behaviour
- Liaise with external agencies (e.g. Social Care, health services, educational welfare) as required
- Maintain clear, accurate records in line with school policies and safeguarding requirements

- Uphold the school's strong commitment to inclusion, wellbeing and safeguarding at all times

The Ideal Candidate Will Have

- Current experience in mainstream education or specialist setting of SEND.
- Experience of working effectively with a wide range of agencies and stakeholders.
- An effective working experience with parents and families in a wide range of situations.
- Experience of the Early Help Process
- Excellent communication skills.
- To lead and be part of multi-agency meetings.
- Ability to work and communicate with children and adults.
- Ability to fulfil all spoken aspects of the role with confidence and fluency in English
- Can communicate professionally and confidently to stakeholders at all levels
- Ability to work independently and as part of a team.
- To be flexible and adaptable at both school level and legislative level.
- Empathetic approach to children and families.
- Ability to problem solve issues autonomously
- Self leader: able to plan and direct own work
- Data analysis of student attendance
- Familiarity and competence and Microsoft Office/Outlook software
- Level 3 Safeguarding
- Educated to A levels, an NVQ3 or equivalent experience

What We Offer

- A welcoming and supportive Primary School environment
- Strong teamwork and leadership support
- Opportunities for professional development and safeguarding training
- A rewarding role where you can make a real difference to children's lives

Visits to the school are welcome. Please contact the school as soon as possible to arrange this prior to interview.

If you are passionate about making a difference in children's lives and want to be part of a thriving school community, we would love to hear from you.

How to Apply

To apply, please complete the application form attached and return it to admin@holsworthy-primary.devon.sch.uk

For further information or an informal discussion about the role, please contact Amy Symons (Headteacher) on 01409 253700, or via admin@holsworthy-primary.devon.sch.uk

Holsworthy C of E Primary is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check and all relevant pre-employment safeguarding checks, in line with statutory guidance to safeguarding, Our Child Protection Policy can be found on our school website.

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