



# Job Description

**Job Title:** Inclusion Coordinator

**Reporting to:** Vice Principal, Deep Support

**Grade:** 8

**Responsible for:** Teaching Assistants, Inclusion/SEND Team

## Overall Purpose of the Post

Lead the Inclusion Team, ensuring that student learning and achievement needs are met.

Lead on all aspects of Inclusion, including EAL and Gifted and Talented.

Promote the learning and welfare of vulnerable students and those who experience barriers to learning.

## Main Duties and Responsibilities:

- Acting as DDSL to ensure safeguarding matters are addressed and attending meetings and maintaining records as needed.
- Leading staff training in supporting inclusivity for all students in the academy;
- Leading inclusion across the academy, ensuring it is effective and accountable for the progress of students on the Vulnerable Student Register (VSR);
- Making significant contributions to SEF and action plan, relating the Inclusion Improvement Plan to the Academy Development Plan;
- Providing the Principal with progress reports and Monitoring and Evaluation analyses based on Praising Stars © data;
- Monitoring the quality of Wave I Learning and Teaching across the academy for SEND students;
- Working with external agencies to remove barriers for SEND, LAC, vulnerable, targeted or underachieving students
- Keeping a high profile around the academy and being visible and active during non-structured time;
- Chairing and producing the agenda for effective Student Review Meetings. Ensure minutes are taken, kept secure and communicated as appropriate;
- Managing the transition process from KS2 to KS5 for SEND students;
- Identifying the progress of students with Special Education Needs and take appropriate action to support learning;

- Being responsible for the development, line management and performance management of staff working within SEND and EAL support;
- Being familiar with and meeting the National Standards for Special Educational Needs Specialists.
- Analysing and interpreting data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals;
- Attend and contribute to RAG meetings
- Ensuring that students are placed correctly onto the Vulnerable Students Register, their needs assessed and met across the curriculum and that impact of provision is monitored and reviewed;
- Ensuring that provision mapping for student need is reviewed on a regular basis and staff deployed accordingly;
- Working with all Head of Departments/Faculty to ensure Teaching Assistants have the skills and capabilities to effectively support and make a positive impact on student performance;
- Taking responsibility for academic and social guidance of SEND students;
- Working to ensure IEPs are used to set subject-specific targets, and match curricular materials and approaches to student needs;
- Ensuring that the Inclusion team supports the Academy's implementation of all current statutory requirements, e.g. Equality Act, Access to Work, SEN, Equal Opportunities, Child Protection, Every Child Matters;
- Ensure resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students;
- Continuing the development and implementation of multi-agency work across the academy;
- Developing and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve;
- Ensuring access arrangements are in place as soon as needs are identified
- Being responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

### **General Duties**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.