



Northern Education Trust – Job Description

Job Title:	Inclusion Coordinator		
Base:	Academy		
Reports to:	Deep Support Lead	Grade:	SCP 25-28
Service responsibility:		Salary:	£28,785 - £31,371 (FTE, Salary to be pro rata)
Additional:	Some travel may be required.	Term:	37 Hrs / 41 Wks

JOB PURPOSE

- To contribute to the strategic development of the Academy by implementing whole academy initiatives, monitoring and reporting on key outcomes, to ensure the department meets academic targets as well as meeting the requirements of Every Child Matters
- Leading and managing the Inclusion Team ensuring that student and learning and achievement needs are met
- Leading on all aspects on Inclusion, including EAL, Gifted and Talented
- To build and develop relationships with staff at all levels

JOB SUMMARY

Develop and sustain DEEP LEADERSHIP across the Academy through:

1. Lead, manage and advise on inclusion within the Academy
2. Line manage, develop and performance management of staff working in SEND and EAL support
3. Lead staff training in supporting inclusivity for all students in the Academy
4. Lead inclusion across the Academy, ensuring it is effective and accountable for the progress of students on the Vulnerable Student Register (VSR)
5. Make significant contributions to SEF and action plan, relating the Inclusion Improvement Plan to the School Development Plan
6. Produce progress reports and monitoring and analysis when appropriate
7. Monitor the quality of Learning and Teaching across the Academy for SEND students
8. Liaise with and keep informed all Heads of Department and SLT on inclusion matters
9. Contribute to the Academy vision of quality first provision for all students at Wave 1
10. Be committed to developing personalisation
11. Champion best practice, demonstrating leadership qualities necessary to command respect, and encourage commitment to raising standards
12. Help create an effective team by promoting collective approaches to problem-solving and curricular development
13. Chair and produce the agenda for effective Student Review Meetings, ensure accurate minutes are taken, kept secure and communicated as appropriate
14. Take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy which may lead to improvement in teaching and learning
15. Develop skills and knowledge for mentoring and coaching colleagues
16. Manage the transition process from KS2 to KS5 for SEND students

17. Identify the progress of students with SEN and take appropriate action to support learning
18. Be familiar with and meet the National Standards for Special Educational Needs Specialists

Develop and sustain DEEP LEARNING across the Academy through:

19. Work closely with Heads of Department in the academy system
20. Ensure reporting arrangements are accurate and moderated
21. Co-ordinate quality assurance systems including student voice, work scrutinies, lesson observations, reviews of teachers' planning and preparation and consulting parent views for SEND students
22. Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals
23. Support teaching staff to develop innovative and excellent classroom practice, demonstrating excellence in SEND teaching to staff
24. Collaborate with staff in ensuring differentiation is part of provision for students with SEND

Develop and sustain DEEP EXPERIENCE across the Academy through:

25. Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students
26. Identify and support opportunities for independent learning
27. Ensure personalisation by matching learning opportunities to individual student needs
28. Ensure that the Inclusion team makes a positive and detailed contribution to the school's VLE, website, prospectus and newsletter

Develop and sustain DEEP SUPPORT across the Academy through:

29. Ensure that students are placed correctly onto the Vulnerable Student Register, their needs assessed and met across the curriculum and that impact of provision is monitored and reviewed
30. Ensure that provision mapping for student need is reviewed on a regular basis and staff deployed accordingly
31. Work with all Heads of Department to ensure Teaching Assistants have the skills and capabilities to effectively support and make a positive impact on student performance
32. Take responsibility for academic and social guidance of SEND students
33. Take responsibility for upholding the standards of behaviour in the School
34. Work to ensure IEPs are used to set subject-specific targets, and match curricular materials and approaches to student needs
35. Identify and support the subject cohort of Gifted and Talented students by developing strategies to meet their needs, sharing good practice, tracking student progress and setting specific targets for the group
36. Ensure that the Inclusion team supports the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection, Every Child Matters
37. Ensure resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students
38. Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
39. Continue the development and implementation of multi-agency work across the School
40. Identify students with Special Educational Needs, EMTAG and EAL, Gifted and Talented, Looked After, Vulnerable, Targeted or Underachieving students and ensure that their needs are met
41. Develop and maintain excellent relationships with parents and carers to ensure that students are fully supported
42. Advise on how Extended Schools may be used to include and inform identified students, their families and carers

43. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
44. To comply with academy safeguarding procedures at all times and liaising with the safeguarding coordinator over any safeguarding concerns
45. To comply with the academy policies and procedures at all times

GDPR

46. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: