



# Job Description

**Job Title:** Inclusion Coordinator

**Reporting to:** SENDCo

**Grade:** 9

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

## Overall Purpose of the Post

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

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

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

## Main Duties and Responsibilities:

- Act as DDSL to ensure safeguarding matters are addressed;
- Attend appropriate meetings and maintaining records as required;
- Lead staff training in supporting inclusivity for all students in the academy;
- Lead inclusion across the academy, ensuring it is effective and accountable for the progress of students;
- Make significant contributions to SEF and action plan, relating the Inclusion Improvement Plan to the Academy Development Plan;
- Provide the Principal with progress reports and Monitoring and Evaluation analyses based on Praising Stars data;
- Work with external agencies to remove barriers for SEND, LAC, vulnerable, targeted or underachieving students;
- Keep a high profile around the academy and be visible and active during non-structured time;
- Chair and produce the agenda for effective Student Review Meetings - ensure minutes are taken, kept secure and communicated as appropriate;
- Manage the transition process for SEND students;
- Identify the progress of SEN students and take appropriate action to support learning;
- Be responsible for the development, line management and performance management of staff within the Inclusion structure;

- Be familiar with and meet the statutory guidance set out in the SEND Code of Practice (2015) and the Equality Act (2010);
- Analyse and interpret data on students' attainment and action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals in partnership with the academy SENDCo;
- Attend and contribute to RAG meetings;
- Ensure 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;
- Ensure that provision mapping for student need is reviewed on a regular basis and staff are deployed accordingly;
- Ensure Edukey is kept up to date and is used effectively to quality assure interventions and report on outcomes that feed into the Trust Dashboard;
- Work with Head of Departments to ensure Teaching Assistants have the skills to effectively support and make a positive impact on student performance;
- Work to ensure Reviews are used to set subject-specific targets, and match curricular materials and approaches to student needs;
- Ensure resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students;
- Continue the development and implementation of multi-agency work across the academy;
- Develop and maintain positive relationships with parents and carers to ensure that students are fully supported and able to achieve;
- Ensure Trust exam access arrangement procedures are followed and adhered to as soon as needs are identified;
- Be 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 following the Trust's Data Protection and Freedom of Information Policy;
- 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.