

Job Description

Post title: Inclusion Co-ordinator

Salary: UPS plus SEN allowance

Responsible to: The Headteacher and Governors of the school.

Job Purpose

To assist the Headteacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all.

Strategic Direction and Development of the School

- Assist the Headteacher in formulating the academy aims and objectives and policies for their implementation, particularly those relating to Inclusive Practice.
- As a member of the academy leadership team, be involved in the planning, monitoring, evaluation and development of the school curriculum through the Academy Development Plan.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
- Through Senior Leadership Team meetings contribute to the school's organisation and overall strategy.
- Give leadership to staff in organising and implementing an appropriate curriculum for the academy, particularly for pupils who are at risk of underachieving or with barriers to learning such as; special educational needs, English as a second language, more able and disadvantaged pupils.
- Assist the Headteacher in giving strategic direction to develop a positive and constructive partnership with parents and the local community.

Teaching and Learning

- In partnership with the Senior Leadership Team, ensure the progress of all pupils is monitored and that there are common and uniform methods of assessment, recording and reporting throughout the school, including pupil progress meetings.
- Organise, monitor and evaluate the range of intervention strategies employed throughout the academy through the use of Provision Mapping, ensuring that resources are targeted correctly towards those pupils requiring additional support.
- To support class teachers to assess and identify the needs of any pupils with barriers to learning or who are at risk of underachieving for example those with SEN, EAL, more able and disadvantaged pupils.

- Support teachers in the implementation and review of Provision Plans for pupils with Education Health Care Plans or SEN Support.
- To work across the academy to improve the effective teaching in the classroom.
- To prepare an annual AEN Action Plan and manage the SEN budget.

Leading and Managing People

- Leading and managing teaching and non-teaching staff – specifically the Welfare Team and Learning Support Assistants.
- As a member of the Leadership Team be involved in the implementation of appraisals for Welfare Team and Learning Support Assistants.
- Management of colleagues and integrate this into their professional development.
- Participate where appropriate in the appointment of teaching and support staff.
- As part of the Leadership Team identify staff training needs and implement, coordinate and lead INSET in relation to Inclusive Practice.
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale.
- Organise and lead staff meetings for Learning Support Assistants.
- Encourage the practice of working as a team.

Other Duties and Responsibilities

- Keep registers for SEN. Vulnerable, and More Able pupils.
- Arrange SEN Reviews for pupils with EHCP in line with county guidelines.
- Apply for EHCP or High Needs Funding for pupils as needed.
- Oversee SEN support pupils meetings 3 x a year with parents.
- Liaise with other professionals such as specialist teachers, educational psychologists, community paediatrics, occupational therapists and speech and language therapists, completing reports as required.
- Liaise and co-operate with other schools, particularly in relation to transition of pupils.
- Identify, organise and deliver effective training sessions for parents to raise standards.
- Work closely with the Family Liaison Officer and Pastoral Support Manager to identify children and families who require support or intervention and support such as Early Help.
- Oversee Health Care Plans for pupils with medical needs and ensure they are renewed annually.