

***'Helping every person achieve things they never thought they could'***

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>INCLUSION CO-ORDINATOR</b>
<b>Status</b>	PERMANENT
<b>Pay Range</b>	<b>GRADE H SCP 27-31. ACTUAL ANNUAL SALARY (£33,571 - £36,670)</b>
<b>Hours of Work</b>	<b>37 HOURS PER WEEK – TERM TIME + 10 DAYS</b>
<b>Primary Purpose of the Job and</b>	<ul style="list-style-type: none"> <li>• To work as part of the DEEP support team and with the SENDCO to manage the implementation of effective strategies that promote learning and welfare of vulnerable students and those who experience barriers to learning across the Hub and Mountain Rescue</li> <li>• Manage the daily logistics of the Hub and Mountain Rescue working with the SENDCO and Deep Support senior leaders to effectively lead the Hub manager and Mountain Rescue manager</li> <li>• Support the SEND team ensuring that student learning and achievement needs are met</li> <li>• Modelling the vision and values of the academy</li> <li>• Receiving and acting on feedback to build on the strengths and improve personal performance within the academy systems</li> <li>• Promoting and safeguarding the welfare of children and young people</li> </ul>
<b>Responsible to</b>	Senior Leader: DEEP Support
<b>Main duties and responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Contributing to the strategic development of the academy by working with the senior leaders for Deep support to implement whole academy new initiatives, monitoring and reporting key outcomes, to ensure the deep support team are having the necessary impact in helping improve students' life chances.</li> <li>• Monitor the Vulnerable Students Register (VRAG) and with the chair of the VRAG ensure that students are placed correctly onto the register, their needs assessed and met across the curriculum and that impact of provision is monitored and reviewed</li> <li>• Contribute to staff training in supporting inclusivity for all students in the academy</li> <li>• With the SENDCO and Deep support team lead Inclusion across the academy, ensuring it is effective and accountable for the progress of all students, particularly vulnerable students</li> <li>• Support the SENDCO and assistant SENDCO monitoring the quality of Learning and Teaching across the Academy for SEND students and within the Hub and Mountain Rescue</li> </ul>	

- With the SENDCO and senior leaders within Deep support liaise with and keep informed all subject/faculty leaders and SLT on inclusion issues
- Be committed to developing personalisation
- Proactively devise and implement procedures within Academy policies
- Keep a high profile around the Academy and being visible and active during non-structured time
- Contribute to creating an effective Deep support team by promoting collective approaches to problem-solving and curricular development
- Develop skills and knowledge for mentoring and coaching colleagues
- Support the SENDCO to identify the progress of students with Special Education Needs and take appropriate action to support learning
- Support the SENDCO and deep support team to ensure reporting arrangements are accurate and moderated
- Support the SENDCO and Deep support team to co-ordinate quality assurance systems including student voice, work scrutinies, lesson observations, reviews of teachers' planning and preparation and consulting parent views for SEND and vulnerable students
- Analyse and interpret data on students' attainment and with the SENDCO and Deep support team action plan accordingly, reviewing with teachers their assessments of progress for classes, groups and individuals
- With the SENDCO and Deep support team manage the provision of information to parents/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students
- Develop, maintain and monitor a highly effective climate and curriculum in Mountain Rescue and the Hub ensuring the needs of vulnerable and SEND students are met at all times
- Take responsibility for upholding the standards of behaviour in the Academy
- Continue the development and implementation of multi-agency work across the Academy
- Develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
- Promoting and supporting a culture which encourages ideas and contributions from others whilst working within a distributed leadership framework
- Contributing self-evaluation systems within the deep support team
- To comply with the academy's policies and procedures at all times
- To act as Fire Warden and/or First Aider as directed by the Principal
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- 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

**This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.**

<b>Date Job Description prepared/updated</b>	March 2026
<b>Job Description prepared by</b>	Mr D Mckeon