Northern Education Trust – Job Description

Job Title:	Inclusion Coordinator	**JE Reference**	JE004
Base:	Denton Community Academy		
Reports to:	Deep Support Lead	**Grade:**	Grade 7 SCP 31 -SCP 33
Service responsibility:		**Salary:**	£43,149.00- £45,529.00 FTE, pro rata £40,077.95 - £42,288.56
Additional:		**Term:**	37 Hrs / 41 Wks Fixed term 31/08/2028

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 Keeping Children Safe in Education
- Leading and managing the DEEP support team ensuring that student and learning and achievement needs are met
- Leading on all aspects on inclusion, including EAL and in particular, vulnerable students
- To build and develop relationships with staff at all levels
- Work in partnership with the SENDCO to ensure appropriate provision for all SEND students

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
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 I
10. Be committed to developing personalisation
11. Champion best proactive, 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 SEND 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
25. Ensure students in the Bridge, Personalised Learning Centre, Personalised Development Centre and alternative education placements follow a appropriate curriculum and have assessment and feedback opportunities

Develop and sustain DEEP EXPERIENCE across the Academy through:

26. 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
27. Identify and support opportunities for independent learning
28. Ensure personalisation by matching learning opportunities to individual student needs
29. Ensure that the Inclusion team makes a positive and detailed contribution to the school's VLE, website, prospectus and newsletter
30. Review vulnerable students' participation in wider curriculum opportunities and improve participation where applicable

Develop and sustain DEEP SUPPORT across the Academy through:

31. 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
32. Ensure that provision mapping for student need is reviewed on a regular basis and staff deployed accordingly
33. 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
34. Take responsibility for academic and social guidance of SEND students
35. Take responsibility for upholding the standards of behaviour in the academy
36. Work to ensure individual learning plans are used to set subject-specific targets, and match curricular materials and approaches to student needs
37. Ensure that the Inclusion team supports the academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEND, equal opportunities, child protection, Every Child Matters

38. Ensure resources are adapted to suit the needs of all students to enable inclusive learning opportunities for all students
39. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
40. Continue the development and implementation of multi-agency work across the academy
41. Identify students with special educational needs, EMTAG and EAL, looked after, vulnerable, targeted or underachieving students and ensure that their needs are met
42. Develop and maintain excellent relationships with parents and carers to ensure that students are fully supported
43. Advise on how extended services may be used to include and inform identified students, their families and carers
44. Assess, monitor and implement effective medical/healthcare plans and ensure appropriate and timely reviews
45. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
46. To comply with the academy policies and procedures at all times

GDPR

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

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

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: …….