

HARDENHUIISH SCHOOL

A High Performing Academy



Job Description & Person Specification

Job title	Inclusion Support Coordinator
Hours of work	30 hours per week (term time only) 7.30am – 2pm (Monday to Friday) 30-minute unpaid break
Employment status	Permanent, part-time
Grade	Grade G (point 12 to 14)
Annual salary	£20,269 - £22,840

Safeguarding children, young people, and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

The purpose of this role is to promote excellent attendance, punctuality, and engagement by identifying and addressing barriers to learning through early intervention and targeted pastoral support. The postholder will monitor attendance, coordinate appropriate interventions, support academic reintegration following absence, and provide practical assistance to ensure pupils, particularly those who are vulnerable, are safe, supported, and able to access education successfully.

Responsible to

Jo Glossop, Deputy Headteacher
Andrea Gould, Director of Resources who has overall responsibility for all support staff.

Contacts

Effective working relationships will need to be formed with key members of office staff, all pupils and families, external partners and teaching staff.

Key Tasks

Attendance Monitoring & Intervention

- Daily attendance monitoring on Arbor and follow-up calls home.
- Call parents regarding attendance concerns or on the first day of absence.
- Daily liaison with Attendance Officer to support with register accuracy/follow up.
- Attend attendance meetings twice a term with Attendance Officer, Year Team and LT Attendance and Inclusion Leads.
- Liaise with LT Attendance and Inclusion Leads to identify pupils and agree action plans.
- Monitor SAM meetings minutes and actions to support families to engage.
- Liaise with Year Teams regarding pupil and family intervention.

- Conduct home visits due to non-attendance where appropriate.
- Liaise with DDSL/SENCO re welfare checks for pupils with alternative provision.
- Arrange or collect pupils from home when necessary.

Pupil Support & Academic Catch-Up

- 1-1s with allocated pupils, with more frequent support for more vulnerable pupils.
- Identify attendance trends and patterns – lessons, days, classes.
- Support pupils by working with subject leaders and class teachers to ensure there are no gaps in work for those absent from lessons.
- Promote and monitor uptake of extra-curricular opportunities.
- Support Yr 7 Learning Manager with induction – induction days, evenings, summer school, 1st day in September, lunchtimes in Term 1.
- Make contact with all Year 6 into 7 FSM pupils in Term 6 and meet all through induction to start to build positive relationships.
- Close monitoring and early intervention for Year 7 into Year 8 attendance decrease.
- Provide additional exam support / collect vulnerable pupils / walk pupils to exams when necessary.

Practical Support for pupils and families

- Issue equipment items / stationery / pre-loved uniform / breakfast provision
- Source funding and support with laptops, trips, DofE where appropriate

Other Duties

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance. The post is exempt from the Rehabilitation of Offenders Act (1974).