



THE ADEYFIELD ACADEMY

Job Description

Inclusion Lead (Reintegration & Academic Support)
Full Time. Term Time Only Plus One Week
Salary: H4-H5 £22,329 - £25,380 (depending on experience)

Responsible to: SENDCo

Description of Role

The Inclusion Lead will be responsible for overseeing a calm, purposeful, and supportive environment designed to assist students who are returning from long-term absences are in the process of reintegrating back into mainstream lessons. They will deliver academic interventions as directed by the SENDCo. They will also be responsible for supporting use of the space for an inclusion form time (soft start) for students, onsite tuition e.g. ESMA and supervising a lunchtime intervention for students as directed by the SENDCo. The goal of Inclusion is to bridge the gap between absence and full classroom participation through academic support and structured routine.

Operational Management

- Maintain the daily functionality of Inclusion as a safe, quiet, and welcoming learning hub.
- Liaise with the AHT for Inclusion and SENDCo, to design and manage individualised student timetables to ensure every student has a clear structure for their day that fully prepares them for reintegration back into the mainstream classroom.
- Liaise with subject teachers to collect and organise work for students, ensuring they remain aligned with the mainstream curriculum and/or gaps in knowledge due to absence are closed.
- Monitor attendance and engagement within the space, keeping accurate records of progress and reporting progress back to key stakeholders.
- Carry out administrative tasks for Inclusion as required, including parental and student contracts that have been made in relation to the space.

Academic & Reintegration Support

- Deliver academic interventions for students as directed by the SENDCo, T&L SEND and AHT Inclusion, ensuring the students progress is regularly assessed and tracked
- Provide direct assistance to students as they access and work through missed assignments across subjects to help close gaps in learning
- Identify barriers to learning and implement strategies to help students regain confidence in their academic abilities.
- Facilitate a 'staged' reintegration process, coordinating with the AHT Attendance, Inclusion, Alternative Provision Lead and SENDCo to gradually transition students back into their regular classes.
- Ensure students have the necessary resources (ICT, textbooks, stationery) to complete their work effectively.
- Support students in accessing online tutoring when using the space

Student Rapport & Pastoral Care

- Build strong, professional, and empathetic relationships with students to foster a sense of belonging.
- Act as a mentor for students who may be overwhelmed by the school environment, during timetabled periods, reporting back any trends and concerns to the safeguarding team, SENDCo or AHT Inclusion
- Maintain high expectations for behaviour and effort, inline with the schools behaviour system
- Use positive reinforcement to encourage a growth mindset.

Communication & Collaboration

- Work closely with the AHT Inclusion, Attendance and SENDCo to review student progress and reintegration timelines.
- Provide regular updates to AHT Inclusion, Attendance and SENDCo regarding their child's transition and success in Inclusion.