



## Job Description

<b>Job Title:</b>	<b>Inclusion Coach</b>
<b>Location:</b>	Coventry Alternative Provision Academy The Herald, Watcombe Road CV2 1DJ Wyken Assessment Centre, Axholme Road CV2 5BD
<b>Salary Band:</b>	Grade 5, point 12 – 23, £28,498 - £34,434 pro-rata; Actual: £24,818 - £29,882 per annum (39 weeks worked, 45.25 weeks paid)
<b>Contract:</b>	Permanent, Full-time, 37 hours per week, Monday to Friday, Term time only plus Inset day
<b>Line Manager:</b>	SEN Lead

### Role Purpose:

Under the guidance and supervision of the SEN Lead:

- To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of students who need help and support to overcome barriers to learning, both inside and outside school, to achieve their full potential.
- To lead on the understanding and support of students with SEND; delivering specialist assessment and interventions with individual/ small groups of students and delivering training and information to staff.
- To understand the barriers to education that students face and be able to think and work creatively to implement intervention, support and strategies aimed at removing those barriers for individual students and groups, in particular for those with SEMH/Communication needs, other SEND, those from disadvantaged backgrounds, those who are 'Looked After' by the Local Authority and those able and gifted students who experience difficulties.

### Main duties and responsibilities:

- Work collaboratively with teachers, SEN Lead and SEMH coaches to identify students with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- To administer baseline and other appropriate tests under the Sen Lead
- To use a range of interventions to create personalised programmes to support children with additional needs (1:1 or within small groups) and to track and evaluate their effectiveness.
- Devise, implement and evaluate person centred plans (PCP) for students identified as needing support, working with teachers and other Senior staff and leaders.

- To model resources and provide examples for other support staff to deliver to groups and individual students.
- To develop and share support resources with teachers and teaching assistants.
- Model strategies relevant for students to school staff
- To continue to develop a school resource bank, accessible to all staff
- Encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.
- Liaise and communicate with teaching and support staff, parents and external agencies and professionals as appropriate to exchange information on individual students.
- To keep up-to-date records of all groups and individual sessions
- To provide regular feedback to the SEN Lead, the student, the parents, teachers and other professionals, as appropriate, regarding progress made by individuals and advise/recommend further support required to ensure that agreed goals are achieved.
- To meet regularly with SEN Lead to report and discuss progress and activity and to take appropriate action, as required.
- To contribute to reports for the Senior Leadership Team and Local Area Board, as appropriate.
- Network with staff in similar supportive roles in other schools to ensure identification and dissemination of best practice.
- Establish constructive relationships with students, providing feedback to them in relation to progress and achievement.
- Undertake supervision and manage the behaviour of students within the procedures of the Centre, providing detailed and regular feedback as appropriate.
- Promote student independence in learning and the development of social skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
- Ensure that students are able to safely use equipment and materials provided.
- Act as Key Worker to identified students, taking a lead role in their support and progress, through regular intervention and through liaison with other staff, parents/carers and relevant agencies.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
- Assist the teaching staff in liaising with other professionals and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate.
- To administer baseline and other appropriate tests under the direction of the Centre staff, as requested.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare/clear learning areas as directed before and after lessons, including the preparation of visual aids, and the display and presentation of students work.
- Assist at the appropriate level, and within the protocols of the Academy, with the provision of general care and welfare of students which may include:
- Assisting with students' injuries and, where appropriately qualified, administering first aid.
- Assist with the identification and monitoring of students' general health and welfare.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate staff.
- Support and contribute to the overall ethos/work/aims of the Academy/Trust.
- Work across Academy sites or on Individual Programmes.

- Assist with the supervision of students outside of formal lesson times, including before and after school and during lunch time.
- Assist with group activities within and away from the academy learning areas such as educational visits.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in relevant meetings, CPD sessions, etc. as required.
- Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within the Trust's guidelines and in accordance with 'Team Teach' training.
- Arrange / organise educational and recreational activities off-site as requested.
- Arrange / organise outside agencies to carry out work in the Academy, as requested.
- Assist in facilitating detentions, during and after the school day.
- Track and support students who are being reintegrated back into mainstream school, in liaison with relevant staff and agencies.
- Any other duties and responsibilities within the range of the salary grade.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher, the Director of Education or the incumbent of the post.