

### Job Description

<b>Job Title</b>	Inclusion Coordinator
<b>Grade</b>	H
<b>Responsible To</b>	Headteacher / Head of Inclusion
<b>Staff Managed</b>	None
<b>Job Family</b>	Pastoral Support
<b>Job Purpose</b>	To lead an efficient and effective administrative support function within the Learning Support Department
<b>Job Context</b>	<p>Leads on support for pupils, providing advice and guidance and implementing agreed plans to encourage learning and overcome barriers to learning.</p> <p>Works with students in school who are experiencing complex emotionally demanding situations due to outside influences, requiring sensitivity.</p>
<b>Accountabilities / Main Responsibilities</b>	
<b>Key strategic elements of the job</b>	<ul style="list-style-type: none"> <li>• High level administrative tasks including: Preparing statutory review reports and associated paperwork</li> <li>• Provide a lead role in the administrative support to the Pastoral Support Department</li> <li>• Maintain diaries and arrange appointments when appropriate</li> <li>• Produce word processed documents, standard letters and forms</li> <li>• Minute meetings, filing, photocopying when needed, sort and distribute mail</li> <li>• To adhere to school's Confidentiality Policy regarding student and family information and staff members</li> <li>• To take an active role in the day to day management of students with complex needs</li> <li>• Process requisitions as required</li> <li>• Create and develop packs to support parents and students through the transition processes, review process and department procedures</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To support staff in the development of resources for educational programmes delivered within the department</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>• Liaise with external agencies to arrange statutory review meetings, and distribute the outcomes</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• To attend in-house service training courses as required</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Support teaching staff to maintain records and student reports and reviews as per the SEN Code of Practice</li> <li>• Be proactive in creating and developing efficient systems for the management of the paperwork generated by the Code of Practice</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

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<b>Responsible To</b>	Headteacher / Head of Inclusion	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Pastoral Support	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant SEN / whole school policies and procedures</li> <li>• Knowledge of Safeguarding legislation and procedures</li> </ul>	
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>• Ability to organise, lead and support a team</li> <li>• Ability to work under pressure to meet deadlines</li> <li>• Previous experience of working within an administrative environment</li> </ul>	
<b>Occupational Skills</b>		
	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support the Learning Support Department</li> <li>• Excellent communication skills at all levels</li> <li>• Excellent interpersonal skills</li> <li>• Willingness to learn how to use appropriate student testing materials</li> <li>• Ability to work on own initiative</li> <li>• Flexible</li> <li>• Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in multi-disciplinary teams</li> </ul>
<b>Qualifications</b>		
	<ul style="list-style-type: none"> <li>• NVQ Level 2 equivalent relevant qualification in Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>		
	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> </ul>	