

## **ODST Inclusion Coordinator**

### **Role purpose**

The post holder will provide a support service to ODST's School Improvement Team with a specific remit for Inclusion. They will report into the Head of Inclusion. The role will also involve some direct support to individual schools.

### **Key responsibilities**

#### **Support for Trust Inclusion Strategy**

- Assist the Head of Inclusion in implementing ODST's inclusion strategy across all schools,
- Support the work of the School Improvement team to deliver strategic aims,
- Support the development and consistency of inclusive practice in line with ODST values and ethos,
- Contribute to monitoring, evaluation, and continuous improvement of provision.

#### **School Support & Partnership Working**

- Work across ODST schools, providing practical on-site support to SENCOs and inclusion teams,
- Offer practical guidance to improve provision for pupils with SEND and additional needs,
- Support schools in reviewing practice, identifying next steps, and embedding effective approaches,
- Assisting schools with bespoke packages of support such as developing use of assessment, embedding processes and review.

#### **Training & Professional Development**

- Support the design and delivery of Trust-wide training for staff,
- Contribute to the development of resources that reflect best practice and ODST priorities,
- Provide follow-up support to ensure training is translated into classroom and whole-school practice.

#### **Applications & Statutory Processes**

- Support SENCOs with the preparation of high-quality applications (e.g. EHCP requests, top-up funding),
- Provide guidance on evidence collection, report writing, and statutory compliance,
- Ensure documentation aligns with Local Authority expectations and current legislation.

#### **Multi-Agency Working**

- Work collaboratively with external professionals where required, including educational psychologists, health and social care services,
- Support effective communication and coordination around pupils with complex needs,
- Promote joined-up working to secure the best outcomes for children and families.

## **Co-production & Community Engagement**

- Support a co-production approach that values the voices of pupils, families, and staff,
- Encourage schools to ensure meaningful engagement with parents and carers in planning and reviewing provision,
- Build positive, respectful relationships across the Trust community.

## **Systems, Procedures & Compliance**

- Maintain a strong understanding of SEND legislation, safeguarding, and inclusion policies,
- Support schools in developing and maintaining effective systems for tracking and monitoring provision,
- Contribute to the development of consistent Trust-wide processes and documentation.

## **Person Specification**

### **Essential:**

- Experience working within education sector, with a focus on inclusion and/or SEND,
- Good understanding of SEND procedures, including EHCP processes,
- Understanding of safeguarding and how it links to inclusion,
- Experience supporting or delivering staff training,
- Strong organisational, communication, and interpersonal skills,
- Ability to work collaboratively across multiple schools and teams,
- Willingness to travel regularly across ODST schools.

### **Desirable:**

- Experience working as or alongside a SENCO,
- Knowledge of Local Authority processes within boundaries of the Diocese of Oxford or surrounding areas,
- Experience of multi-agency working,
- Working knowledge of early help processes to support inclusion,
- Has completed NPQ SENDCO (or has a willingness to complete),
- Has other relevant SEND related qualifications,
- Understanding of working within a Church of England school context.

## **Key Skills & Attributes**

- Commitment to inclusive education and ODST's vision and values,
- Ability to build strong, professional relationships across diverse settings,
- Proactive, solution-focused, and reflective approach,
- High attention to detail, particularly in written work and compliance,
- Flexible and adaptable in a Trust-wide role,

## **Additional Information**

- This role will involve regular travel between schools within ODST,
- The postholder may be required to attend meetings and training across different locations,
- A commitment to supporting the ethos of ODST schools is expected.