



Affinity Learning Partnership Job Description and Person Specification

Post title:	Subject Inclusion Coordinator
Accountable to:	
Grade:	ALP Grade 5
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To support the progress and achievement of vulnerable students within English or Maths through high-quality intervention, targeted support, and collaboration with teachers and leaders. The role will ensure that barriers to learning are identified and addressed, promoting accelerated progress and improved outcomes for disadvantaged learners.

Working closely with teachers, teaching assistants, and the support & guidance to deliver targeted interventions, promote positive behaviour, and ensure that every pupil is supported to succeed in a nurturing and structured environment.

KEY ACCOUNTABILITIES:

SUPPORT FOR TEACHING AND LEARNING

- Plan and deliver high-quality small group and one-to-one intervention sessions in English or Maths in collaboration with the Director of Learning English/Maths.
- Use assessment data to identify gaps in knowledge, skills, and understanding, adapting resources and approaches accordingly.
- Support classroom learning by reinforcing key skills and promoting engagement and confidence in vulnerable students.
- Cover classes when required, ensuring continuity of learning in line with academy policies.
- Provide targeted literacy/numeracy support that aligns with curriculum priorities.

PASTORAL AND BEHAVIOUR SUPPORT

- Provide mentoring, coaching, and support to Teaching Assistants and classroom staff in regards to support for vulnerable learners.
- Deliver targeted interventions and personalised support to pupils requiring time out of the classroom.
- Work collaboratively with the support & guidance to develop and implement behaviour improvement strategies targeted at vulnerable learners.
- Support pupils in understanding and meeting academy expectations for conduct and engagement.
- Model positive behaviour management and encourage emotional resilience and self-regulation.
- Maintain accurate records of interventions and evaluate their impact.
- Support the SEN team with inclusion practices, EHCP reviews, and individual learning plans.

MONITORING AND ASSESSMENT

- Track and monitor the progress of vulnerable students, maintaining accurate records of interventions and impact.
- Provide regular feedback to class teachers, middle leadership, and the Inclusion Lead/s.
- Contribute to progress reviews and reports, identifying successes and next steps.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: SUBJECT INCLUSION COORDINATOR

Education & Qualifications	Essential	Desirable
HLTA status or equivalent qualification.	✓	
Strong subject knowledge in English or Maths (GCSE Grade 6 or above).	✓	
Experience		
Proven experience supporting student learning in a secondary or primary setting.	✓	
Experience delivering structured interventions and behaviour support.	✓	
Experience working specifically with vulnerable or SEND students.		✓
Experience using assessment data to inform planning.		✓
Knowledge & Skills		
Strong numeracy and literacy skills.	✓	
Good working knowledge of ICT for administrative purposes.	✓	
Effective administrative and organisational skills.	✓	
Ability to communicate orally and in writing to a wide range of audiences.	✓	
Excellent communication and interpersonal skills.	✓	
Ability to prioritise effectively.	✓	
To have an understanding of and commitment to the Trust values.	✓	
Knowledge of effective intervention and behaviour improvement strategies.		✓
Personal Attributes		
Commitment to improving outcomes for disadvantaged students.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	

Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	