**Job Description**

**Inclusion Co-ordinator**

**Job Title:** Inclusion Co-ordinator

**Grade:** Grade 5 – 41 weeks

**Responsible To:** Assistant Headteacher

**Liaison With:** Pastoral and Teaching staff

**Job Purpose**

To provide a complementary service to teachers and other staff, addressing the needs of children who require assistance in overcoming barriers to learning in order to achieve their full potential, or accessing the curriculum.

The Inclusion Co-ordinator will work with a range of vulnerable pupils, but give priority to those who need the most help, especially those experiencing multiple disadvantages.

The Inclusion Co-ordinator will be predominantly education / school based, but will have a wider remit including working with students, families and the local community.

**Main Duties and Responsibilities**

* To work with small groups of students who have SEND needs – in particular SEMH
* To provide, in conjunction with teaching staff a bespoke curriculum ensuring both pastoral and academic needs are met, ensuring their attendance is good
* To liaise with families to ensure students are attending school
* To work with teaching staff in devising and implementing individual learning plans to promote pupils’ academic, social, emotional and behavioural development
* To devise, implement and evaluate specialised programmes of work to encourage and promote a pupil’s social emotional and behavioural development
* Organise and supervise an appropriate learning environment and resources
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Supporting the role of parents in pupils’ learning and contribute to meetings with parents to provide constructive feedback on pupil progress/behaviour etc.
* To liaise, when needed, with parents keeping them fully informed about any issues or concerns that arise
* To work with the attendance team to conduct home visits for students where necessary
* Participate in training and other learning activities as required.
* To comply with the School policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Other duties as may be reasonably required in agreement with the Headteacher