

WALBOTTLE CAMPUS

DIRECTORATE:	Education and Libraries
SCHOOL:	Walbottle Campus
POST TITLE:	Inclusion Coordinator
SCALE:	TLR 2a [2b from 1 Sep 14]
RESPONSIBLE TO:	Inclusion Manager
RESPONSIBLE FOR:	<p>Coordination of Inclusion initiatives across the whole school under the direction and guidance of the Inclusion Manager:</p> <ul style="list-style-type: none"> • Leading learning: - monitoring the use of data and assessment strategies to measure student progress particularly regarding SEN provision across whole school. • Leading teaching: - supporting and developing the teaching practices of others through incorporating strategies to maximise the progress of SEN students across whole school. • Leading curriculum development: - to work with the Inclusion Manager and Heads of Department to enable reviewing, planning and implementing SEN strategies across whole school. • Leading staff: - Line manage staff as required within the Inclusion Department. • Leading parental/carers engagement.
MAIN DUTIES:	The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key responsibilities:

Leading learning:

- To support the monitoring of the quality of SEN provision [whole school] to identify good practice and to identify areas for development.
- To research and disseminate effective strategies to promote SEN provision [whole school] and to monitor their effectiveness.
- To work with the Inclusion Manager to ensure a consistent approach and delivery of whole school SEN provision and strategies.
- To support the development of a whole school ethos of high expectation and achievement that reflects whole school SEN provision including policy and principles.
- To use data to inform whole school SEN provision and ensure that expected levels of progress and targets are fully met.
- To support the department's response to Inclusion to ensure that SEN learning is inclusive and takes account of the individual needs of all students, ranging from those with learning difficulties to those with special talents.
- To allocate targeted resources effectively in order to maximise learning and to ensure expected levels of progress are met.
- To ensure that SEN student achievement is recognised and promoted, as appropriate, within the school and community.
- To ensure that learning is inclusive and takes account of the individual needs of all students, ranging from those with learning difficulties to those with special talents.
- To lead by example with regards to Teaching and Learning and securing positive outcomes for students with additional needs

Leading teaching:

- To maintain high levels of personal subject expertise and national SEN strategies and to act as a model practitioner, CPD deliverer and networker in order to identify and share good practice.
- To lead staff in the use of a wide range of approaches to SEN strategies within teaching within all subject areas.

Leading curriculum development:

- To be an advocate for the Inclusion department and specifically SEN including representation at HODs, multi-agency, LA meetings etc and to play a key role in designing and delivering strategies for the development of Inclusion strategies [whole school].
- To maintain a continuous quest to seek improvement through design and delivery and to prepare and lead staff through any changes that occur and to ensure progression for students who have additional needs.
- To take responsibility for the input into whole school activities and enrichment events.
- To coordinate liaison with primary colleagues in order to ensure curriculum continuity and progression for students who are SEN.
- To advise Heads of Department about the specific needs of SEN students and how they might be met within the subject curriculum.

Leading staff:

- To ensure the quality of staff reports to parents of SEN students.
- To direct other staff, including support staff and learning support assistants, on a day to day basis as appropriate.
- To support and coach staff in the techniques of working with SEN students in order to help develop active learners who are able to take responsibility for their own learning and raise the level of achievement within SEN and across school in line with expected levels of progress.
- To manage the Performance Management process as required.
- To support the Inclusion Manager in monitoring the consistent application of whole school policies by staff.

Leading Parental/Carer engagement:

- To ensure parents/carers are given regular feedback regarding the progress of their child.
- To contribute to organising events which engage parents in school life.
- To help develop a programme which gives parents the tools to support the progress: academic, social & emotional of their child.

March 2014