**Inclusion Coordinator**

**Part-time (0.4, two days a week), fixed term (Spring term 2023 & Summer term 2023) maternity cover contract**

**St Paul’s CE Primary School**

**Reporting to:** Headteacher, SLT

**Key Role:**

This is a non-class based, middle leadership role. The role is centred upon managing and leading provision for SEND/LAC/Pupil Premium/EAL/G&T and EBD pupils across the school, during the maternity absence of the substantive post holder.

**Job purpose:**

* To lead and coordinate the implementation of the SEN and Inclusion Policy at St Paul’s School.
* To oversee and evaluate the effectiveness of the school’s provision in order to promote inclusive approaches to teaching and learning and raise pupil attainment amongst all groups of pupils.

**Specific Duties and Responsibilities**

The post holder should:

1. Contribute to the development of a positive, inclusive ethos.
2. Support staff in understanding the needs of all pupils across the school.
3. Support staff in providing appropriate provision within class to meet the needs of all pupils.
4. Liaise and coordinate with external agencies; cascading advice and information to/from staff and parents.
5. Collate and analyse information relating to the attainment and progress of SEND/LAC/Pupil Premium/EAL/G&T and EBD pupils; comparing against National expectations. To deliver such information to the Senior Leadership Team and Governors as necessary.
6. Assist the SLT in monitoring and evaluating the work of the SEN TAs
7. Ensure that the objectives of the SEN and Inclusion policy are reflected in the inclusion action plan and that these are coordinated, monitored, evaluated and reviewed.
8. Advise the Headteacher and Governing Body on their statutory responsibilities and resources required to maximise inclusion.
9. Lead termly review meetings with teachers.
10. Lead annual reviews for EHCP pupils.
11. Contribute to the effective working of the school.

**Teaching & Learning:**

1. Identify, model and coach the most effective teaching approaches for pupils with SEND/LAC/Pupil Premium/EAL/G&T and EBD.
2. Monitor teaching and learning activities to meet the needs of pupils with SEND/LAC/Pupil Premium/EAL/G&T and EBD.
3. Identify and teach skills that will develop pupils’ ability to work independently.
4. Develop effective liaison with other schools to ensure continuity of support and learning when identified pupils transfer.
5. Administer systems of monitoring and recording pupil progress in relation to targets set and in line with school policy.
6. Attend consultation meetings, keeping parents informed about their child’s progress.

**Leadership:**

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND/LAC/Pupil Premium/EAL/G&T and EBD and any other identified group.
2. Identify the training needs of staff and organise/coordinate/lead INSET and CPD in SEN, EAL, behaviour or other.
3. Keep up-to-date with national and local developments in inclusion, disseminating information re: best practice and/or statutory changes to colleagues.
4. Line manage a team of teaching assistants to ensure effective intervention for SEND/LAC/Pupil Premium/EAL/G&T and EBD pupils.
5. Monitor the effective use of resources needed to meet the needs of the pupils. Oversee the SEN/Inclusion budget, advising SLT on the priorities for expenditure.
6. Lead on the implementation of statutory policies as required.
7. Respond to information requests/placement applications for pupils with SEN or other inclusion categories.
8. Lead on special arrangements for statutory assessments.

**Wider responsibilities:**

1. To promote the policies and ethos of the school, showing respect for all members of the school community and promoting the ethos *Rooted and Growing in God* in daily interactions.
2. To attend and participate in open evenings.
3. To use behaviour management strategies, in line with the school’s policies and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
4. To develop links with the school’s governors, meeting the attached governor at least once a term.
5. To attend the govervors Children and Families Committee once a term, reporting on SEN and Inclusion provision and LAC children.
6. Contributing when relevant to reports to the school’s governors or local authority/diocesan board on issues related to inclusion.
7. To set high standards and expectations for self and others.
8. To adapt to changing circumstances as necessary.
9. To remain calm and positive under pressure.
10. To support colleagues as required.
11. To work within the school’s curriculum development teams, leading a curriculum subject.

**General**

* The Inclusion Coordinator may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post

**John Wright**

**Headteacher**

**October 22**