

CHIPPING NORTON SCHOOL – JOB DESCRIPTION			
Job Title	Inclusion Room Co-ordinator	Department	Pastoral
Reporting to	Deputy Headteacher	Grade	6 currently £18,070 – 20,138 pro rata
Hours per week	35 hours per week (Term time only)	Hours of Work	0830-1600 Including an unpaid lunch time break of 30 minutes

The Inclusion Room Co-ordinator will provide support, advice and guidance to students in an attempt to remove barriers to learning, promote effective participation, enhance individual learning, raise aspirations and support students to achieve their potential.

Purpose of Post

- Coordinating and maintaining effective support for students with behaviour, emotional and social difficulties (BESD) and others referred to the Inclusion Room
- Providing a complementary service through the school that enhances existing provision in order to support learning, participation and encourage social inclusion
- Working with other key members of school staff to ensure students are supported in their learning redirected towards success

Key Responsibilities

- To manage and coordinate the use of the Inclusion Room
- To work closely with staff who support the Inclusion Room.
- To work closely with the Pastoral Team and SENCo to assist staff in identifying students showing an escalation of disengagement and those who would benefit from an alternative provision to address attitude to learning and overcome barriers to learning.
- To plan and manage the work for individuals ensuring that students are able to access the curriculum
- To work with departments to ensure that there is continuity of learning opportunities
- To support students on their re-integration back to mainstream lessons
- To monitor referrals to the Inclusion Unit
- To provide data on referrals over time in order to monitor outcomes of key groups of students

Supporting learning, participation and social inclusion

- Promote inclusion, equality and participation.
- Create and develop additional and alternative interventions that builds self-esteem and encourages learning and social
- Contribute to processes and procedures for improving attendance.

Working in partnerships

- Ensure your role is clearly understood by staff, parents and relevant agencies
- Liaise closely with staff in school to ensure they understand and support the strategies being used in the Inclusion Room
- Contribute to the safeguarding and protection of students at all times
- Liaise with the established systems within the school in order to facilitate access to specialist support services for students' with barriers to learning

- Negotiate, establish and maintain effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for students.
- Provide regular feedback to relevant staff, professionals and parents. As directed, provide clear evidence and reports to inform common assessment framework and child protection cases.
- Attend Pastoral and other meetings as required.

Maintaining Professional Competencies

- To operate within agreed legal, ethical and professional boundaries when working with students
- Ensure own professional competence remains sufficient to produce effective support by seeking support for your practice and development to attend training and professional development sessions.
- Contribute to the identification and sharing of good practice between individuals to enhance mentoring provision
- Meet regularly with the designated line manager to discuss case load of identified students, make use of advice and supervision to develop competencies.

Support the School

- Maintain confidentiality of information in line with the policies and procedure
- Complete the administrative duties relevant to the role including planning, record keeping, data base and reports
- Work within and encourage the schools Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- Comply with the Schools Health and Safety Policy.

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In a case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation.

Chipping Norton School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.