



## **Inclusion Coordinator - Job Description**

**Type:** Permanent

**Department:** Academic

**Line Manager:** Head of Inclusion

**Teaching Allocation:** 0.5 FTE (Full-Time Equivalent)

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### **Job Purpose**

The Inclusion Coordinator is a key member of the Inclusion Team, assisting the Head of Inclusion in the strategic and operational implementation of inclusive education across all phases. In addition to a 0.5 teaching allocation, the role focuses on leading and coordinating high-impact, evidence-informed provision for students with additional learning needs. This is done in alignment with the school's vision, Qatar MoEHE regulations, international best practices (UDL, MTSS), and ISP's Learning.First Framework.

The Inclusion Coordinator promotes equity, access, and excellence for all learners by collaborating with students, staff, families, and external professionals. This role supports students identified under Special Educational Needs (SEN), English as an Additional Language (EAL), and Gifted and Talented (G&T) categories and contributes to the leadership of the Inclusion Middle Leadership Team and capacity building of Inclusion Assistants.

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### **Key Duties and Areas of Responsibility**

#### **1. Leadership and Management**

- Support the Head of Inclusion in implementing and reviewing the whole-school Inclusion strategy.
- Contribute to the leadership of the Inclusion Middle Leadership Team (SEN, EAL, Counselling).
- Model inclusive values and promote a school culture that celebrates diversity and difference.
- Ensure practices comply with MoEHE regulations, ISP frameworks, and accreditation standards (NEASC, QNSA).

#### **2. Teaching, and Learning**

- Plan and deliver high-quality, inclusive teaching (0.5 FTE) that models best practices for working with diverse learners.
- Work alongside classroom teachers and curriculum leaders to support planning, differentiation, and implementation of Universal Design for Learning (UDL).



- Support co-planning and co-teaching models that reflect an inclusive pedagogy.

### **3. Student Support and Provision**

- Assist in the identification, referral, monitoring, and review of students on the Inclusion Register (Tiers 1, 2, and 3).
- Support the creation, implementation, and review of Individual Education Plans (IEPs), Behavior Support Plans (BSPs), and intervention programs.
- Coordinate accommodation for students during lessons and assessments, ensuring compliance and consistency.
- Oversee the effective deployment and support of Inclusion Assistants to ensure their work is aligned with learning goals and teacher planning.
- Support the implementation of a multi-tiered system of support (MTSS) to ensure timely, data-driven interventions.

### **4. Staff Support and Professional Development**

- Provide ongoing coaching and mentoring to teachers and Inclusion Assistants.
- Contribute to staff training and awareness sessions focused on inclusive practices, differentiation, and scaffolding.
- Guide teaching staff in embedding inclusive strategies and classroom accommodations into daily practice.
- Identify training needs through collaboration and student data, and contribute to the whole-school professional learning agenda.

### **5. Parent and Community Engagement**

- Maintain effective communication with families to ensure their active involvement in supporting student learning and progress.
- Participate in parent meetings, IEP reviews, and community workshops to promote a collaborative approach.
- Build trust-based partnerships with families from diverse backgrounds using culturally responsive engagement practices.
- Liaise with external agencies, specialists, and therapists to support integrated service delivery.

### **6. Compliance, Health, and Safety**

- Maintain accurate, up-to-date, and confidential records in line with school policies and regulatory expectations.



- Ensure documentation (e.g., IEPs, accommodation logs, student support files) aligns with internal audit processes and inspection requirements.
- Support internal audits and inspection readiness (e.g., NEASC, QNSA, ISP), especially with evidence related to inclusive practices.

### **Other duties and responsibilities**

Any other duties that the Principal may from time to time ask the post-holder to perform

### **Position Requirements**

#### **Education:**

- Bachelor's Degree in Education or a related field
- Postgraduate qualification in SEN/Inclusion or Educational Leadership (preferred)

#### **Experience:**

- Minimum 3 years of teaching experience, preferably in an inclusive or international setting
- Experience working across Primary and /or Secondary phases
- Familiarity with planning and implementing inclusive interventions

**Language:** English is mandatory

### **Required Skills and Knowledge**

#### **Knowledge:**

- Strong understanding of SEN, EAL, G&T, school counseling, and therapeutic provisions
- Familiarity with international curriculum standards (Common Core, AERO, IB, etc.)
- Awareness of the Modified High School Diploma and its implementation (advantageous)

#### **Skills:**

- Excellent interpersonal and communication skills
- Ability to lead and collaborate effectively across departments
- Proficient in documentation, data analysis, and use of IT tools

### **Personal Attributes:**



- Passionate about inclusive education and supporting learner success
- Organized, reflective, and solution-oriented
- Culturally responsive and committed to continuous improvement

Embodies and promotes the school's core values and vision

**Additional Expectations:**

- Uphold the school's safeguarding and child protection policies at all times.
- Maintain high standards of confidentiality and professional conduct.
- Support the school's mission to provide an inclusive, equitable, and high-quality learning environment for all.

This job description is current as of the date shown. However, it may be updated by the Principal, in consultation with you, to reflect changes relevant to the role.

**The International Schools Partnership**

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our students, colleagues and parents. We are committed to getting better, all the time.

**ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

**ISP Commitment to Diversity, Equity, Inclusion, and Belonging**

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.