



Kellett School Association Limited

Post Description: Inclusion Coordinator

Post Title: Inclusion Coordinator (INCO), Preparatory School, Pok Fu Lam

Salary: Kellett Main Scale (Non-class based) + TLR where appropriate

The post holder is responsible to the Head of School, PFL and the Deputy Head of School (Inclusion)

Post Purpose:

- To work in partnership with other Kellett School campus INCOs and the Deputy Head of School (Inclusion) to develop, manage and enact schoolwide policies and provision for pupils with Additional Support Needs (ASN). The needs range from pupils with diagnosed dyslexia to those who are gifted & talented to those who have behavioural needs from Reception up to Year 6.
- To work as part of the cross-school Inclusion Team on furthering inclusive practices within a mainstream international environment.
- To provide leadership in the development and management of teaching, learning and wellbeing of ASN pupils within the Primary phase.
- To manage ASN pupil transition between phases, Key Stages and school campuses.
- To actively support the wider life of the school.

Core Duties:

The INCO will:

- Meet the criteria for a teacher as set out in the UK TDA *Core Standards for Teachers*, and;
- assist colleagues in identifying ASN pupils; and assess the needs of these individuals;
- assist teachers with the writing of Individual Education Plans (IEPs);
- ensure that the IEPs or Group Plans are prepared for all pupils at Wave B and/or C;
- manage and oversee the needs of pupils in Wave C;
- monitor short-term planning to ensure that individual needs are being met, through the use of IEPs, differentiated learning and teaching;
- to establish relationships, liaise with, and coordinate external and internal pupil support services;
- schedule and lead pupil review meetings, including multi-disciplinary team meetings (Team Around the Child, TAC);
- support parents whose children are on the ASN register, involve other colleagues and professionals as appropriate, and regularly liaise with these parents on progress;

- lead INSET;
- continue to develop personal expertise and knowledge by attending agreed and relevant PD relating to ASN pupils and current practice;
- support and promote the work of Kellett in the school and wider community;
- teach individuals, small groups and classes (including, where appropriate, team teaching)
- identify and provide for the training needs to all staff supporting ASN pupils;
- coordinate with and lead colleagues and support staff working with ASN pupils;
- advise and work with relevant colleagues to regularly review Kellett School's Inclusion Policy;
- Additionally, fulfil any other requirements as reasonably requested by the Principal falling within the purview of main scale teacher responsibilities.