



SHELDON SCHOOL

JOB DESCRIPTION: INCLUSION CO-ORDINATOR

Post holder:	Hours:	37 hours per week 39 working weeks
Date: September 2017	Pay Scale:	Wiltshire Scale Grade J

1, General Description

The post holder will be responsible to the SENCo (however, as the SENCo is currently on Maternity leave, the Line Manager is temporarily Mr J Scourfield, Head of Faculty). In addition to the duties of Inclusion Co-ordinator the post is responsible for line management of all TA's 'attached' to the Inclusion team.

2. Key Responsibilities

- 2.1 The support, monitoring and tracking of progress of our most challenging pupils.
- 2.2 To work closely with Heads of Year to identify children who require additional support to manage behaviour.
- 2.3 To develop and implement intervention strategies to modify challenging behaviours at both KS3 and KS4.
- 2.4 To put in place Behaviour Support Plans where required.
- 2.5 To communicate regularly and effectively with parents.
- 2.6 To communicate regularly with other key staff who have an interest in pupils who have been referred to the Inclusion team – Heads of Year, Pupils Support Workers, Learning Support, Matron.
- 2.7 To manage the Behaviour Support Centre.
- 2.8 To establish effective systems for managing internal exclusions.
- 2.9 To manage the Alternative Provision for children unable to cope in mainstream education. (This includes QA and attendance monitoring.)
- 2.10 To deploy the TA team effectively to provide support where it is most needed.
- 2.11 To deal with administration linked with external exclusions.

- 2.12 To monitor the work of other members of the Inclusion team, including responsibility for appraisals.
- 2.13 To evaluate the impact of key interventions.

3. **General Conditions**

All duties must be carried out complying with:

- The Health & Safety at Work Act.
- Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.
- Relevant nationally agreed codes of practice.

2. **Other Duties**

- Responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day to day duties around the school site.
- Carry out any other reasonable instructions given by the Headteacher, and the Deputy Headteacher (Personnel, Monitoring & Care).