



Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

JOB DESCRIPTION 2025

TITLE OF POST: Inclusion Support Coordinator – Thrive

RESPONSIBLE TO: Executive Headteacher/ Head of School

LINE MANAGER: Assistant Headteacher (Inclusion)

SALARY: Scale 5 point 9

JOB PURPOSE
<ul style="list-style-type: none">● To lead with supporting and implementing the requirements of identified students to overcome their individual barriers to learning.● To work as part of an inclusion support team to co-ordinate the support required to meet the needs of students with any identified SEND.
CORE REQUIREMENTS
<p>In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none">● Inspire trust and confidence in colleagues and all other stakeholders.● Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.● Promote the wider aspirations and values of the school.● Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.● To be an effective communicator with all stakeholders, visitors and external companies.● To be not only proactive but also reactive to the daily demands of the role.● Punctuality and reliability.● A commitment to safeguarding.
KEY RESPONSIBILITIES
<p>In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none">● Support students with behavioural difficulties in class and around school, to support them to identify their triggers and develop strategies to modify their behaviour and develop a positive attitude to learning.● Work with identified students to build positive and trusting relationships.● Encourage the inclusion of students in a mainstream setting and support successful re-integrations back into all lessons and encourage participation in extra-curricular activities.● Supervision of inclusion support workers as required.● Responsible for the performance management of inclusion support workers.● Responsible for organising the exam access arrangements for identified students.● Meet with parents and other stakeholders as part of the SEND one planning process.● Actively promote the inclusion of students with SEND in the mainstream setting and encourage their participation in extra-curricular activities.

- Attend all required training sessions and to disseminate information and ideas to colleagues.
- Model and promote positive attitudes to learning.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support the use of ICT and develop students' competence and independence in its use.
- Promote positive student behaviour in line with school policies.
- Monitor and record student responses and learning achievements, maintaining student records.
- Inspire and motivate students, understand specific needs and styles and provide scaffolded support to students individually and within a group in partnership with the teacher.
- Implement planned learning activities/teaching programmes as agreed.
- In collaboration with colleagues, support with completion and implementation of Health Care Plans and associated risk assessments.
- Provide and/or organise support for students with special education needs so that they can access activities and educational visits.
- To undertake any additional duties as the Executive Headteacher/Head of School may reasonably require.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder _____ Date: _____

Signed: _____ Line manager _____ Date: _____

Signed: _____ Executive Headteacher/Head of School _____ Date: _____

Person Specification

	Essential	Desirable
Good level of literacy and numeracy.	<input type="checkbox"/>	
INSET relating to SEND.		<input type="checkbox"/>
A commitment to undertake further professional development.	<input type="checkbox"/>	
Successful experience in Special Educational Needs.		<input type="checkbox"/>
Experience in an education setting.		<input type="checkbox"/>
A full understanding of what makes excellent pedagogy in an inclusive learning environment.	<input type="checkbox"/>	
Knowledge of TA standards.		<input type="checkbox"/>
Experience of working with students with high needs.		<input type="checkbox"/>
Use of effective teaching & learning strategies to support the identified needs of a student with complex needs.		<input type="checkbox"/>
Experience setting targets and monitoring, evaluating and recording progress.		<input type="checkbox"/>
Knowledge of SEN Code of Practice.		<input type="checkbox"/>
The ability to communicate effectively with students to adapt to their needs and support their learning.	<input type="checkbox"/>	
Recent CPD relevant to this post.		<input type="checkbox"/>
ICT literate and able to use ICT to enhance learning.	<input type="checkbox"/>	
The ability to work autonomously and as part of a team.	<input type="checkbox"/>	
The ability to motivate students.	<input type="checkbox"/>	
Effective time management.	<input type="checkbox"/>	
A passion for the education of students who are identified as having SEND.	<input type="checkbox"/>	
Excellent interpersonal skills.	<input type="checkbox"/>	
Excellent communication skills with all stakeholders.	<input type="checkbox"/>	
A genuine commitment to inclusive education for students in a comprehensive and a multi-cultural environment.	<input type="checkbox"/>	
Ambition and drive.	<input type="checkbox"/>	
A willingness to contribute to the wider life of the school.	<input type="checkbox"/>	