

JOB DESCRIPTION

Post Title:	Inclusion Co-ordinator
School:	Dawlish College
Working Hours:	37 hours per week, Monday to Friday, 39 weeks a year
Salary Grade:	Scale 5 , Point 12-18 (Full Time Equivalent £22,183 p.a pro rata), Actual Annual Pay £18,953
Contract Type:	Fixed Term until 31 st August 2022
Responsible to:	Headteacher and the Governing Body

Role Description

- To provide a range of support strategies to enable all students to take responsibility for their learning behaviours.
- To be responsible for the development and co-ordination of the inclusion provision within the College.

Key Responsibilities

Under the line management of the Assistant Principal (Inclusion), to take a lead role within the College to address the needs of students who require support to enable them to take responsibility for their learning behaviours and/or to overcome a specific barrier to accessing full time education.

- To prepare for, organise and manage the learning of individuals or groups of students supported by the Inclusion Centre and those temporarily withdrawn from normal lessons
- To co-ordinate the day to day organisation and smooth running of the Inclusion Centre in terms of processes and procedures in line with those throughout the College, eg, recording attendance and progress, co-ordinating and managing resources
- To liaise effectively with outside agencies that are working with students supported by the Inclusion Centre, eg, EWS, Early Intervention, Social Care etc
- To co-ordinate and deliver intensive, individualised programmes for students who require reinforcement of positive learning habits
- To take a lead role in ensuring the safety and welfare of vulnerable students
- As a member of the Student Referral Panel, to provide administrative support and assist in the construction, implementation and review of individual curriculum packages

- To establish constructive relationships with the pastoral team, DSEN team and all other staff as appropriate to ensure best possible outcomes for students
- To support the corporate life of Dawlish College and project a positive image of the College
- To be committed and sensitive in ensuring the quality of opportunity for students

College Ethos and Culture

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the College.

Other Duties

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To follow the College's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies
- To place the safeguarding of all children in the college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake any other duties not detailed above as specified in the School Teachers' Pay and Conditions document.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed: _____

Date: _____

Signed: _____

Date: _____

Estuaries Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.