

United in Lifelong Learning



**Ready
Respectful
Responsible**

Head Teacher: Mrs J Henderson
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Deputy Inclusion Co-ordinator Job Description

Grade 6/7

(dependent on the prior experience/knowledge of the candidate)

Purpose of the Role

- To provide support for pupils experiencing barriers to learning, including social, emotional, behavioural and attendance issues.
- To deliver one-to-one and group mentoring, helping pupils build resilience, improve wellbeing and re-engage in learning.
- To work in partnership with staff, families and external agencies to raise achievement and support inclusion at Westgate Primary School
- To work as part of the current Inclusion Team under the direction of the current Inclusion Co-ordinator and Inclusion Lead

Accountabilities / Responsibilities

Direct Pupil Support	• Provide one-to-one support for identified pupils, building trust and resilience. • Deliver group interventions (e.g. social skills, confidence building, anger management, friendship groups). • Support pupils with social, emotional and mental health (SEMH) needs within and outside of class.
Classroom & Teacher Support	• Liaise with teachers to assess and identify pupils in need of support. • Support staff in implementing behaviour and learning strategies in class. • Monitor pupil progress and contribute to individual support plans.
Attendance & Engagement	• Work with the Attendance Lead and encourage good attendance and punctuality through mentoring and rewards. • Support pupils returning from absence, exclusion with reintegration plans. • Contribute/Co-ordinate to lunchtime provision where more personal approaches are required
Transition Support	• Support pupils during transition points (EYFS–KS1, KS1–KS2, KS2–secondary). • Work with families and external partners to ensure smooth transitions.
Family & Community	• Liaise with parents/carers to support pupil progress, attendance, behaviour and wellbeing. • Completion of Early Help Assessments in to identify support needs for pupil

Links	and families • Signpost and refer families to appropriate services in order to facilitate required pupil and family support • Undertake home visits to keep parents/carers informed and secure positive family support. • Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
Monitoring & Safeguarding	• Keep accurate records and prepare written reports and evaluations of impact. • To take on the role of Deputy DSLs alongside other key leaders. • Report safeguarding concerns promptly to the DSL. • Participate in safeguarding training and contribute to school policy compliance.