**JOB DESCRIPTION**

**Inclusion Co-ordinator (with specific responsibility for Key Stage 4)**

Salary: West Sussex Scale 7 or 8 depending on experience

Hours: 37 hours per week, term time only, plus one week

Working hours: flexibility of hours to be discussed at interview

**PURPOSE**

* To support the learning and well-being of students with special educational needs including learning difficulties and /or disabilities (SEND) to develop their full potential
* To support the Inclusion Department ethos to encourage pupils with special educational needs to become focused independent learners who make good progress
* To encourage the inclusion and integration of students on the SEND register into the school body as a whole
* To support the Leader of Inclusion and/or SENCo in the work of the Inclusion Department with specific responsibility for KS4/5 transitions
* To support identified KS4 SEND students at possible risk of becoming NEET post 16

**ORGANISATION**

This role is responsible to the Leader of Inclusion

**RESPONSIBILITIES**

* In conjunction with the SENCo identify all SEND students to work with to promote their progress & wellbeing
* To have a good understanding of students with additional needs in all areas of SEND (e.g. ASC, SEMH, SpLD, C&I, C&L, PSD)
* To plan and run group intervention sessions
* To support all SEND students through their KS4/5 transition process; this will include any “enhanced transition” process
* To work in liaison with the SENCo and/or Leader of Inclusion regarding the transition of SEND students to further education establishments (FE)
* Check and ensure that all SEND information is shared with FE for any Year 11 SEND students
* To liaise with the school’s careers adviser, County careers advisor, FE establishments and associated outside agencies to facilitate the smooth transition of KS4 SEND students onto their chosen career path, with particular emphasis on those at risk of becoming NEET
* To attend or coordinate meetings/liaise with outside agencies (e.g. CARM, PARM, LBAT, SALT, CAMHS, CMHL)/feeder schools on behalf of the SENCo and complete action points as required. To disseminate information/actions to colleagues appropriately, keeping to confidential protocols and policies
* To assist the SENCo with preparation, follow up and resourcing of Annual Reviews and EHCP tasks; this may involve leading on this process with some students
* Assist the referral process for any students, who may have traits and signs of SEND; oversee the “Assess, Plan, Do, Review” (APDR) process for SEND students
* Ensure all needs of SEND students are recorded
* Ensure the Alert Book (and relevant strategies, information on students) is kept up to date and available for staff
* To support specific new high need students either in class, mentoring or on an advocacy basis for a period of time to help ensure a successful transition. This may include liaising with Bridge staff, outside agencies, primary schools and THS staff
* Oversee the Department’s SEND filing system to ensure all students’ records are kept up-to-date, files created for new intake students and files of leaving students are archived appropriately
* To maintain professional knowledge and keep up-to-date with current information and trends
* Other duties of a similar nature as directed by the Leader of Inclusion/SENCo

# PERSON SPECIFICATION

* Good general education
* Understand and enjoy working with children
* Previous relevant experience
* Experience of line management of staff
* Ability to work independently
* Ability to work under pressure and at speed
* Able to adhere to deadlines
* Excellent communication skills
* Excellent interpersonal skills
* Excellent Microsoft Excel skills
* Excellent attention to detail
* Flexibility of thought
* Ability to respond to changing and evolving situations
* Ability to react organically
* Able to use own initiative
* Strong recording and communication via email skills
* Ability to communicate well to parents and outside agencies