



Inclusion Support Coordinator - Westgate Primary School

Post title: Inclusion Support Co-ordinator					
Directorate: Education			Location:	Schools	
Establishment:		Westgate Primary School		Post number:	N/A
Grade:	Grade 7or 8 depending on prior experience/skills	Staff responsibility:	Yes	Essential Car user:	Yes

Scope of Work – appropriate for this post:

- Coordinate our Early help offer, working alongside families and other agencies as part of the Westgate Inclusion Team.
- Work with the Inclusion Team to coordinate and deliver pastoral interventions across the school and support attendance
- Fulfil the role of Deputy Designated Safeguarding Lead

Accountabilities/Responsibilities – appropriate for this post:

- Fulfil all duties using a wholly child-centred approach ensuring the child's holistic needs are at the forefront of all work and decisions made.
- Work closely and in collaboration with the Headteacher and board of Governors to ensure all statutory safeguarding requirements are met as outlined in Keeping Children Safe in Education 2025
- Collaborate with the Inclusion Lead to provide and coordinate early intervention and support for children identified as having social, emotional and mental health difficulties.
- Contribute to the development of Individual Inclusion Plans for children with Social, Emotional and Mental Health Difficulties alongside class staff, specialist teacher involvement and the Inclusion Team.
- Support class staff with implementing Individual Inclusion Plans.
- Meet weekly with Inclusion Teaching Assistants to review roles and offer supervision.
- Support attendance, conducting home visits where required.
- In line with statutory guidance Keeping Children Safe in Education 2025 and Working Together to Safeguard Children 2023, complete Early Help assessments, referrals into external agencies including CSC and work alongside multi agencies.
- Contribute and attend multi-agency meetings/reviews acting as the voice of child or family.
- Organise and coordinate meetings with parents alongside class staff to provide support to children & their families with any matters arising.
- Support parents using an open and non-judgmental approach alongside the Family Support Worker using the Lancashire Continuum of Need.
- Engage in professional supervision in line with school processes to ensure robust and reflective practice.
- Attend relevant courses and professional development as requested
- Plan and run relevant training to other staff and families alongside other members of the Inclusion Team.



Inclusion Support Coordinator - Westgate Primary School