



JOB DESCRIPTION

Post title:	Learning Inclusion Coordinator Key Stage 4
Responsible to:	Assistant Headteacher
Post Grade:	Grade G £28163 - £30559 (£24115 – £26167 pro-rata) TT + 5
Hours:	Monday to Thursday 8.00am to 4.00pm. 8.00am to 3.30pm Friday
Contract:	Permanent post term time only plus Inset Days

Purpose of the Post:

To support students on modified timetables in Key Stage 4 who access The Harbour provision at Penair School. Develop an online provision and make links with external providers. Liaise with faculties to track the progress of students and work with Middle Leaders throughout the school.

Principal Responsibilities:

- Co-ordinate the The Harbour timetable and direct student time in The Harbour, facilitating learning using resources provided by subject areas and providing alternative resources when required. Lead lessons when teaching staff are not timetabled in The Harbour or during staff absences and support after school sessions.
- Working with the Careers Lead, to prepare students for the world of work and co-ordinate support of Work Experience placements – extended and vocational. Establishing links with employers in the community.
- Record and monitor progress data for students accessing the provision, liaising with other staff and Heads of Year.
- Assist with KS4 student screening and introduction to Penair, liaising with the Head of Year and SENDCO over screening support.
- Provide continuous communication and support to parents/carers of students accessing the The Harbour provision. Attend parents' evenings and review meetings with parents/carers and Heads of Year as required.
- Provide daily pastoral care and establishing positive behaviour management for students accessing the The Harbour provision. Developing and promoting the ever-changing inclusive learning environment.
- Support students who attend The Harbour to ensure they are not in danger of becoming NEET (Not in education, employment or training).

General Responsibilities applicable to all staff:

- To demonstrate and promote the values of Penair School at all times.
- To work effectively with other members of staff to meet the needs of all students.
- To work with professionalism in line with Penair School's Code of Conduct.
- To attend staff meetings and school-based INSET as required.
- To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and adhere to all applicable policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the school, with due regard to General Data Protection Regulations.

Note:

- This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Penair School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants. An online social media check will also be carried out.