



INFORMATION PACK

**Special Educational Needs
Inclusion Room Supervisor**



Job Description: Special Educational Needs Inclusion Room Supervisor

Job Description

Role:	Special Educational Needs (SEN) Inclusion Room Supervisor	Hours:	8:15am – 3:10pm 31.25 hours per week 38 weeks per year September training days
Scale:	Grade F: Point 6-7 Matched to Job Reference 1545		
Line Manager:	SEND Provision Lead	Direct Reports:	None – liaison with PLs
Date:	September 2026	Reviewed:	

General Responsibilities

- To support the learning and manage the behaviour of the students within the Learning Support Inclusion Room, ensuring high expectations are in place.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To liaise with Progress Leaders to ensure that students are actively engaged with appropriate learning and revision materials (and online resources) when in the Inclusion Room;
- To support and motivate students to complete work and encourage independent learning;
- To liaise with staff who deliver intervention to students timetabled in the room;
- To track the progress of students in the Inclusion Room,
- To use Compass (MIS) to register attendance and communicate with parents regarding students' attitude to learning and achievement;
- To support testing procedures for students: for example, exam access arrangements, reading and spelling tests, dyslexia assessments;
- To support with examination preparation for students with additional access arrangements;
- To support the distribution of alternative methods of recording (laptops / reading pens) and store as necessary, recording usage to support evidence of normal way of working;
- To occasionally act as an Exam Invigilator if necessary;
- To facilitate access to tutor time activities and mentoring to students in the Inclusion Room during tutor time;
- To undertake any additional duties as deemed reasonable by the Principal.

Person Specification: Special Educational Needs Inclusion Room Supervisor



SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy & Numeracy skills, equivalent to level 2 or above	X		Application form / verified at interview
Appropriate qualifications (LSA HLTA) or experience of supporting students in school		X	Application form / verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection	X		Application form / interview
Motivation to work with children and young people	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / reference / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / reference / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven work experience in administration	X		Application form
Database management		X	Application form / interview
Prior relevant experience of working in a school		X	Application form
Knowledge and understanding of the SEN Code of Practice		X	Application form / interview
Experience of using Compass (School's Information Management System)		X	Application form / interview
Knowledge of external children and young people support services		X	Application form / interview
Skills	Essential	Desirable	Method of Assessment
Strong basic ICT skills, especially in the use of Word and Excel	X		Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / interview
Personal Qualities	Essential	Desirable	Method of Assessment
Able to work as part of a team	X		Application form
Reliable and consistent	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Additional Requirements	Essential	Desirable	Method of Assessment
First aid training		X	Application form