



Community
Schools Trust
Challenge • Support • Together

Job Description

Post: Inclusion Coordinator
Status: 36 hours per week, Term time only
Grade: Scale 6
Line Manager: Inclusion Manager
Location: Haggerston School

Community Schools Trust (CST) is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment.

To support the SENDCO and the Inclusion Manager undertake the planning, preparation and delivery of targeted provision to ensure children with Special Educational Needs and Disabilities make excellent progress, in line with all students at Haggerston School.

To ensure the effective and efficient deployment of support staff and intervention to address the needs of students with barriers to learning.

To be responsible for all the administration connected to students with medical needs including vaccination programmes

DUTIES AND RESPONSIBILITIES

Specific Responsibilities of the post

1. To assist the SENDCO and Inclusion manager with annual review paperwork /arranging meetings /liaising with external professionals /room booking /attending reviews and note taking /collating evidence
2. To liaise with parents and LA, amending documents and sharing information with relevant stakeholders.
3. To support the SENDCO in ensuring that external organisations and commissioned providers work with the school in order to support students with Medical needs
4. To be responsible for maintaining an up to date medical register, liaising with professionals (including NHS and school nurses), sharing info with key stakeholders.
5. To oversee the school vaccination programme; to collaborate with parents regarding permissions, liaising with vaccine UK and arranging the facilities/smooth running of the day
6. To assist the SENDCO and Inclusion manager in collating round robins, liaising with external agencies, including but not limited to the school's CAMHS worker.
7. To assist the SENDCO and Inclusion Manager in assessing and reviewing students' progress towards outcomes.
8. To support the SENDCO and Inclusion Manager in evaluating the impact of interventions.
9. To participate in review meetings of provision for children with Special Educational Needs and Disabilities.
10. To disseminate information to relevant staff / wider professional network about updates on key students and sending relevant documentation to parents.

11. Support the SENDCo in ensuring that external organisations and commissioned providers work with the school in order to deliver high quality and effective provision for children with Special Educational Needs and Disabilities by Liaising and arranging meetings with external professional such as but not limited to - Educational psychology, REU, Speech and language therapy, Young Hackney, Specialist assessor, CAMHS observations.
12. To keep and maintain an up-to-date SEND register, including filing and archiving files, in accordance with the GDPR guidelines.

General:

1. Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
2. Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
3. Ensuring comprehensive procedures notes are compiled for key tasks.
4. Any other duties commensurate with the grade of the post.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Hackney Learning Trust policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed by Employee: _____

Print Name: _____

Date: _____

Signed:..... Date

Inclusion Coordinator

Person Specification - Inclusion Coordinator

Inclusion Coordinator	Haggerston School
Admin and Technical	Community Schools Trust
Pay Scale: Scale 6	

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IMPORTANT INFORMATION FOR APPLICANTS

Education and Training	
A good level of education including GCSE Maths & English grade A*-C and A Level / NVQ 3 qualifications.	E
A sound working knowledge of standard office software.	E
Educated to degree level in a relevant discipline.	D
Professional careers leader (or relevant) qualification.	D
Educated to GCE A Level or above.	D
Experience:	
Experience of working in administration.	E
Experience of working in an educational setting.	D
Knowledge and Skills:	
Proficient in the use of internet, intranet and MS Office applications.	E
Highly effective English language skills.	E
Excellent communication (oral and in writing) and interpersonal skills.	E
Proactive with good use of your own initiative and common sense.	E
To know when to take decisions and when to defer.	E
Ability to prioritise and work within project teams appropriately and effectively.	E
The ability to work to agreed quality levels and service standards.	E
Accurate and efficient word processing skills.	E

The ability to manage highly confidential information.	E
Understanding of data protection regulations.	E
Excellent organisational skills.	E
Personal Attributes:	
Ability to use initiative to achieve set deadlines and resolve conflicting priorities.	E
Ability to organise your own workload and work under pressure.	E
Ability to relate well to children and adults.	E
Ability to deal in a professional manner with all internal and external contacts.	E
Able to work constructively as part of a team, understanding school roles and responsibilities and own position in this.	E
Ability to identify own training and development needs and willingness to participate in development and training opportunities.	E
Committed to own professional development and training.	E
Strong commitment to equal opportunities.	E
Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.	E

E: Essential
D: Desirable