



Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

JOB DESCRIPTION 2022

TITLE OF POST: Inclusion Support Coordinator -SEMH
RESPONSIBLE TO: Executive Headteacher/ Head of School
LINE MANAGER: Assistant Headteacher (Inclusion)
SALARY: Scale 5 point 8

JOB PURPOSE

- To coordinate programme delivery, lead targeted interventions and work in partnership with all stakeholders to successfully transition students back into a full mainstream curriculum.

CORE REQUIREMENTS

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues and all other stakeholders.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external companies.
- To be not only proactive but also reactive to the daily demands of the role.
- Punctuality and reliability.

KEY RESPONSIBILITIES

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Co-ordinate delivery of a support programme for students with SEMH or behavioural difficulties at possible risk of exclusion.
- Support students with SEMH/behavioural difficulties in class and around school.
- Work with identified students to build positive and trusting relationships.
- To encourage the inclusion of students in a mainstream setting and support successful re-integrations back into all lessons and encourage participation in extra-curricular activities.
- Supervision of inclusion support workers as required.
- Responsible for the performance management of inclusion support workers.
- Responsible for organising the exam access arrangements for identified students.
- Meet with parents and other stakeholders as part of the SEND one planning process.
- Actively promote the inclusion of students with SEND in the mainstream setting and encourage their participation in extra-curricular activities.
- Attend all required training sessions and to disseminate information and ideas to colleagues.

- Model and promote positive behaviour management, learning needs, styles of teaching and learning techniques specific to individual students.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support the use of ICT and develop students' competence and independence in its use.
- Promote positive student behaviour in line with school policies.
- Monitor and record student responses and learning achievements, maintaining student records.
- Inspire and motivate students, understand specific needs and styles and provide scaffolded support to students individually and within a group in partnership with the teacher.
- Implement planned learning activities/teaching programmes as agreed.
- Support students to self-regulate successfully.
- Provide and/or organise support for students with special education needs so that they can access activities and educational visits.
- To undertake any additional duties as the Executive Headteacher/Head of School may reasonably require.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder _____ Date: _____

Signed: _____ Line manager _____ Date: _____

Signed: _____ Executive Headteacher/Head of School _____ Date: _____

Person Specification

	Essential	Desirable
Good level of literacy and numeracy.	✓	
INSET relating to SEND.		✓
A commitment to undertake further professional development.	✓	
Successful experience in Special Educational Needs.		✓
Experience in an education setting.		✓
A full understanding of what makes excellent pedagogy in an inclusive learning environment.	✓	
Knowledge of TA standards.		✓
Experience of working with students with high needs.		✓
Use of effective teaching & learning strategies to support the identified needs of a student with complex needs.		✓
Experience setting targets and monitoring, evaluating and recording progress.		✓
Knowledge of SEN Code of Practice.		✓
The ability to communicate effectively with students to adapt to their needs and support their learning.	✓	
Recent CPD relevant to this post.		✓
ICT literate and able to use ICT to enhance learning.	✓	
The ability to work autonomously and as part of a team.	✓	
The ability to motivate students.	✓	
Effective time management.	✓	
A passion for the education of students who are identified as having SEND.	✓	
Excellent interpersonal skills.	✓	
Excellent communication skills with all stakeholders.	✓	
A genuine commitment to inclusive education for students in a comprehensive and a multi-cultural environment.	✓	
Ambition and drive.	✓	
A willingness to contribute to the wider life of the school.	✓	