

JOB DESCRIPTION

JOB TITLE:	Inclusion and Independence Coach
DIRECTORATE:	INSPIRE – SEND Support
RESPONSIBLE TO:	SEND Support Manager
RESPONSIBLE FOR:	No subordinate staff
PURPOSE OF JOB:	Support for students with a range of learning difficulties/disabilities. The development of independence. The provision of welfare assistance and academic support.

MAIN TASKS AND RESPONSIBILITIES:

- 1. SEND coaching for learners and staff**
- 2. Administration Duties**
- 3. General Responsibilities**

1. SEND Coaching

- 1.1 To take a coaching approach to developing learners' independence, improving communication skills, ability to make relevant personal choices and make decisions and prepare for adult life, both within classrooms and out of class in small groups or individually;
- 1.2 To take a coaching approach within classrooms, providing assistance, advice and strategies relating to SEND to support both learners and staff.
- 1.3 To ensure learners have appropriate opportunities to work towards outcomes in EHCPs;
- 1.4 To assist students' mobility and ensure their access to the College's facilities including:
 - a. 1:1 support
 - b. personal care
 - c. moving and handling

- 1.5 To take an active part in ensuring all staff within the college understand the needs of learners with SEND, including participating in delivering training and communicating with curriculum and business support teams.

3. Administration Duties

- 3.1 Maintain accurate records of student's progress
- 3.2 Support the tracking and monitoring of students.
- 3.3 Support the general administration of students with SEND needs.
- 3.4 Reads emails and other college communications daily.

4. General Responsibilities

- 4.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 4.2 Reads emails and other college communications daily.
- 4.2 Comply with all College policies, practices and procedures – particular the Health and safety at Work Act and ensure that other safety legislation e.g. Codes of Practice are adhered to.
- 4.3 Takes responsibility for safeguarding and promoting of Equality and Diversity.
- 4.4 Takes responsibility for personal development and attend Continuing Professional Development activities where directed
- 4.5 Participates in and promote the Staff Development and Appraisal schemes
- 4.6 Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's required

