

## Job Description

# Inclusion Centre Coordinator

<b>Responsible to:</b>	SENCo
<b>Salary Grade:</b>	Scale 5, Points 9-12
<b>Full time/Part time:</b>	Part time – 35 hours per week, 39 weeks per year (term time plus non-pupil days)
<b>Working pattern:</b>	8:30am – 4:00pm Monday to Friday with a 30-minute unpaid break each day.

### Job Purpose

- To support the work of the SENCo, contributing to planning, development and decision making relating to intervention and administrative duties which support the achievement of students with SEN.
- To ensure all tasks are undertaken and prioritisation takes place to assist in the smooth running of the Learning Support department

### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### Key Responsibilities

- Support the SENDCO to oversee the day to day running of the Learning Support department.
- Maintain up to date information and records for SEND.
- Prepare and deliver small groups of student intervention to support needs of all SEN students.
- Oversee outcomes of interventions and student progress.
- Maintain student documentation.
- Maintain contact with parents of SEND students.
- Attend SEN review meetings.
- Take part in parental meetings.
- Coordinate round robins, gathering evidence to support students.
- Administer testing for SEN students and keep accurate data.
- Collate, input and access a range of data required to update SEN records.
- Enter SEN data and create reports for student tracking.
- Develop and manage the SEN filing system.
- Work with the SENCo on provision mapping.
- Manage an effective administration system to support the SENDCO and Learning Support department.
- Liaise with subject teachers and LSAs to ensure accurate information is gathered and shared.



### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**

**GREATER THAN THE SUM OF ITS PARTS**