



FULSTON MANOR ACADEMIES TRUST

POST:	INCLUSION CO-ORDINATOR
REPORTS TO:	INCLUSION MANAGER
RESPONSIBLE TO:	DEPUTY HEADTEACHER (SENCO)
HOURS:	37 HOURS PER WEEK, TERM TIME PLUS 4 WEEKS (TO INCLUDE 2 TRAINING DAYS)

The Trust is looking to recruit an Inclusion Co-ordinator to undertake interventions and to support to the SENCO and SEN department. The role requires someone with a calm disposition and a passion for supporting the students with a range of needs. You will need to be flexible, reliable and have a professional approach towards your work. The ability to work as part of a team as well as own initiative is essential.

The successful candidate must have a high standard of general education, including English (written and spoken) and Maths at GCSE or equivalent grade C or above/5 or above, as well as excellent IT and interpersonal skills. They should be adaptable and flexible with a 'can-do' attitude and the ability to work on their own initiative as well as part of a team to complete tasks conscientiously and to a high standard. The postholder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

Job Role

The successful candidate will assist the Inclusion Manager in ensuring the needs of Educational Needs and Disabilities (SEND) students are met and with the aim of raising achievement of students with SEND and vulnerable groups; including Pupil Premium. The successful candidate will be responsible for ensuring the school is compliant and supports access arrangements for all public examinations to support the needs of all pupils.

Role Responsibilities

Access Arrangements

Complete form 8 and associated documentation in order to apply to AAO (Access Arrangements Online) for each student entitled to an Access Arrangement.

Ensure compliance with EAA and JCQ regulations by engaging with refresher training and any other CPD opportunities.

Ensure applications are made for students in transition between GCSE and GCE A Levels to ensure continuation of appropriate Access Arrangements. Also include students entering the school into Year 12 and ensure arrangements are made for the appropriate testing or re-testing of each student.

Collation of student information for specialist teacher assessments and the management of the collating of evidence from teaching staff from within the school.

Liaise with the Examinations Officer so records are up-to-date

Ensure Access Arrangements documents and tracking and SEND register are accurate and reflect the current Access Arrangements information, ensure all individual student information is recorded and secured.

Examinations

To liaise with the Examinations Office and create exam schedules, allocating Teaching Assistants and adjusting the Teaching Assistant timetables accordingly for all examinations and controlled assessments.

To ensure regular communication with Teaching Assistants regarding exams during examination periods (External & Internal)

Inclusion

Undertake and co-ordinate the administration of interventions, including those delivered by teaching assistants such as Social Communication, COPE, Lego Therapy, and Drawing and Talking, through the use of progress data and liaison with relevant departments and the SENCO to identify students, communicate with parents, create timetables, and issue reminders.

Record, monitor, and evaluate the progress and impact of interventions, identifying where adaptations may be required, and maintain accurate intervention and progress tracking information on school systems.

Undertake and record observations of students with SEND or Additional Needs.

Work in partnership with other colleagues involved in the education process and liaise with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary.

Any other duties as might reasonably be required in the course of fulfilling the role; as directed by the Deputy Headteacher or Headteacher.