

Taverham High School  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Inclusion Coordinator
<b>Salary point range:</b>	Points 12-17
<b>Responsible to:</b>	Responsible to Behaviour Lead
<b>Responsible for:</b>	
<b>Effective Date:</b>	July 2024

### Role and Context

<b>General Duties and Responsibilities:</b>	<p>To complement the professional work of teachers by managing an inclusion room for students who have been internally excluded or isolated for certain lessons.</p> <p>The room is overseen by the IEU Coordinator where they will manage the students within the room for the day. The Co-ordinator must maintain a quiet, calm and focussed learning environment throughout the day.</p> <p>Monitoring and communicating call outs to support staff and overseeing the after-school detention systems.</p> <p>The IEU coordinator will support Heads of Year with gathering attendance and achievement data.</p> <p>We are looking for a hardworking and committed individual who:</p> <ul style="list-style-type: none"> <li>• Can create, organise and take responsibility for a silent and focussed working environment.</li> <li>• Can assess the needs of students and use specialist skills to support learning and establish good behaviour for learning.</li> <li>• Can ensure students are provided with relevant work and reporting progress to Heads of Year at the end of each day.</li> <li>• Take responsibility for implementing IEP's (Individual Education Plans).</li> <li>• Can work independently and as part of a team.</li> <li>• Builds good relationships with students, parents and staff.</li> <li>• Knowledge of a range of strategies and techniques to ensure effective positive learning environments are achieved</li> <li>• Good understanding of child development and learning processes;</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li> <li>• To be a trained first aider and fire marshal</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>

**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:****Date:**

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