**JOB DESCRIPTION**

**Title of Post:** Inclusion Base Coordinator

**Grade:** Scale 8

**Responsible to:** SENCo

**SAFEGUARDING**

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Purpose of Job:**

This is an internal provision for students across Key Stages 3 and 4 who are unable to attend lessons for a variety of reasons, such as social, emotional and mental health concerns as well as behavioural issues. The successful candidate will work with students to assist in supporting them to reintegrate into lessons and complete work to continue studying their subjects.

**Responsibilities:**

* To develop programmes and interventions, to support and meet individual student needs
* To deliver a range of qualifications, such as ASDAN and functional skills
* To liaise with subject teachers on schemes of work in order to collate appropriate resources for students to use within the base
* To maintain a database of students within the base and report on their behaviour/progress to the Assistant Head Teacher: Student Welfare

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| * Support students in the Base to complete the work and help the students focus in a structured, calm and simple environment to facilitate a successful return to lessons
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**Please note:** the successful candidate will often be the sole supervisor within the base, so the ability to work alone is essential.

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| **Supervision and support for students in the Inclusion Base** | * To be responsible for the Hub (Inclusion Base)
* Develop programmes and interventions, to support and meet individual student needs.
* Work with small groups of students to offer a range of non GCSE qualifications to meet student needs.
* Provide support for students with examinations through Access Arrangements.
* Develop and collate resources for students to use in the inclusion base.
* Receive and settle students referred to the base
* Liaise with subject teachers to gain key information about units of work in order to prepare to support students with their work
* Supervise students working in the base ensuring a calm working environment
* To challenge and motivate students. Promoting and developing their self esteem
* Liaise with other, relevant staff to gather information about students.
* Work with students to identify barriers to learning and develop appropriate strategies to overcome these

 * Assist in the delivery of high standards of learning in the Inclusion Base
* Be aware of and apply, school procedures and policies
* Ensure the base is tidy and well maintained
* Liaise and consult with members of the Senior Leadership Team, Heads of Year and Pastoral Support Managers.
* To maintain accurate records of students attending the Inclusion Base.
* Produce reports to SLT
* Invigilation as required
* To act as cover supervisor as required
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## GENERAL NOTES

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the holder of the post.
* The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
* This job description does not form part of the contract of employment. It describes the range of duties the post holder is expected and required to perform.
* Post-holders may deal with sensitive material and should maintain confidentiality in all school-related matters.
* To respect confidentiality at all times.

Signed ……………………………………………. Dated ....................................................

Print Name ………………………………………...

Signed (pp school) ………………………………… Dated ………………………………………