



Archbishop Sancroft High School

(A Church of England Academy)



Headteacher: Mr Rob Connelly BSc. (Hons)
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Job details	
Job title	Inclusion Coordinator
School	Archbishop Sancroft High School
Location	Harleston, Norfolk
Grade	Scale E (SCP 7-11)
Responsible to	Senior Head of House
Effective date	September 2021

JOB PURPOSE
<ul style="list-style-type: none"> To work with the Pastoral Team to ensure the entitlement of every student within the School to a learning experience underpinned by ASHS ethos, purpose and values. To manage the supervision and support of all students in inclusion (both supportive and restorative). To provide administrative support to the Pastoral Team. To ensure the wellbeing of all students within the Houses. To implement rewards and incentive procedures across the School in line with our ASHS Attitudes to Learning policy. To implement and oversee strategies for individual students to ensure they overcome barriers to learning and reach their potential using personalised programmes and support. To liaise with colleagues, parents and carers and other outside agencies.
AREAS OF ACCOUNTABILITY
<ul style="list-style-type: none"> To support and develop positive student-centred behaviour management so that all students are engaged and participate positively in their own learning. To implement and support the monitoring of ASHS attendance policy and procedures.
ROLES AND RESPONSIBILITIES
Knowledge and Understanding
To implement ASHS policies with respect to Attitudes to Learning, and attendance.
To liaise with the Pastoral Team regarding student voice and student responsibility across the School.
Student Outcomes
Encourage students' motivation and enthusiasm in the School, developing positive responses to challenge and high expectations.
Liaise with SENDCo and the Pastoral Team on the monitoring of meeting the needs of all students.
To support all staff, enabling students to engage in learning and facilitate restorative approaches to behaviour management.
To work within safeguarding procedures in line with School policy.
Produce, or assist in the production of reports for and from meetings.

Ensure effective appropriate communication with the parents of students informing them of their child's progress.
To develop and recommend students to support programmes that will enable them to address potential barriers to learning.
Support the Pastoral Team and SENDCo to plan and prepare differentiated resources/learning methods which will remove barriers to learning.
Evaluate interventions for each student and provide relevant reports and records to students, teaching staff, family and outside agencies.
Liaise with other schools, Children's Services and any relevant outside agencies.
To ensure regular feedback is given to students with refined targets and recognition of their progress.
Promote a positive ethos of care, community and ambition.
Pastoral Support
To develop strategies and restorative practice in line with the Christian values of our school and the 'Secure Base Model'.
Support the Pastoral Team to develop and deliver our programme of Collective Worship and enable students to engage with and grow spiritually through this.
Monitor and support the overall progress and development of students alongside the Pastoral Team.
Assist in the implementation of the Attitudes to Learning policy.
Provide administrative support to the Assistant Headteacher, Heads of House and the wider Pastoral Team.
Wider Professional Effectiveness – Personal Development
Develop knowledge through reading, INSET, research and other relevant opportunities to inform own practice.
Identify own personal and professional development needs and achieve own professional objectives.
Professional Characteristics
Mentor students to develop confidence and maintain positive attitudes.
Communicate effectively and with professional integrity within and beyond the School community.
Other specific duties
Play a full part in the life of the ASHS community
To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Evidence of reliability and the ability to work on one's own initiative as well as working within a team environment 	<ul style="list-style-type: none"> Youth work qualification or similar relevant qualification GCSE Maths & English (Grade C/4 or above) NVQ Level 3 or equivalent (e.g. A Levels)
Experience	
<ul style="list-style-type: none"> Knowledge and experience of working with young people Experience of planning and delivering interventions/strategies for young people Experience of supporting young people with a range of difficulties Dealing with emotional and family difficulties Awareness and understanding of best practice to ensure safeguarding and child protection Knowledge of education at a secondary level 	<ul style="list-style-type: none"> Experience of working in a school
Skills/knowledge	
<ul style="list-style-type: none"> Excellent written and oral communication skills Able to work independently and proactively Highly organised and able to work effectively and efficiently even when the demands of the job are high Commitment to equality of opportunity Able to engage with, motivate and encourage young people An understanding of the importance of confidentiality and discretion Effective use of ICT, including creating spreadsheets. Able to write clear reports and keep accurate records. Able to set targets and review them. 	<ul style="list-style-type: none"> Knowledge of issues which affect students learning at a secondary level Knowledge of learning processes Experience of supporting underachieving students Counselling skills Able to use and process educational data Additional qualifications e.g. First Aid

- Able to establish good working relationships with other
- Relate to and assist school staff at all levels.
- Flexible approach to work
- Determination, resilience and a sense of humour
- Willingness to undertake training

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant St Benet's MAT, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job 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.

April 2021