

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



LEARNING INCLUSION COORDINATOR

Job Description & Person Specification

www.celtrust.org



Job Description

Purpose of the Post:	To support students on modified timetables in Key Stage 4 who access the Link 4 provision at Poltair School. Develop an online provision and make external links with external providers. Liaise with faculties to track the progress of students and work with Middle Leaders throughout the school.
Reporting to:	Assistant Headteacher
Responsible for:	N/A
Key Contacts:	Teachers, support staff, students, parents, external agencies
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	G
Hours:	37 hours per week, term time only plus 12 days (40.4 working weeks)

Principal Responsibilities:

- ❖ Co-ordinate the Link 4 timetable and direct student time in Link 4, facilitating learning using resources provided by subject areas and providing alternative resources when required. Cover lessons when staff are not timetabled in Link 4 or during staff absences and support after school sessions.
- ❖ Working with the Careers Lead, to prepare students for the world of work and co-ordinate support of Work Experience placements – extended and vocational. Establishing links with employers in the community.
- ❖ Record and monitor progress data for students accessing the provision, liaising with other staff and Heads of Year.
- ❖ Assist with new student screening and introduction to Poltair, liaising with the Head of Year and SENDCO over screening support.
- ❖ Provide continuous communication and support to parents/carers of students accessing the Link 4 provision. Attend parents' evenings and review meetings with parents/carers and Heads of Year as required.
- ❖ Provide daily pastoral care and establishing positive behaviour management for students accessing the Link 4 provision. Developing and promoting the ever-changing inclusive learning environment.
- ❖ Support students who attend Link 4 to ensure they are not in danger of becoming NEET (Not in education, employment or training).

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Attainment of 4 GCSE qualifications, including English and Maths at Grade C or above (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude 	<ul style="list-style-type: none"> • Evidence of study after GCSE • NVQ Teaching and Learning • HLTA Status • TEFL Training • Other qualifications, e.g. coaching 	Application Form / Interview
Experience	<ul style="list-style-type: none"> • Previous experience of working with children • Experience of running group interventions 	<ul style="list-style-type: none"> • Experience of working with children within a classroom environment or similar • Experience of working with children with challenging individual needs • Experience of teaching groups of students • Experience of monitoring progress 	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> • ICT competency and the ability to use ICT to support learning • Effective listening and communication skills • Strong administrative and organisation skills • Self-motivated and able to work without supervision • An ability to relate well to children and an interest in education • Effective time management, ability to work to deadlines and methodical approach to work • Ability to work closely with external agencies, parents and staff • Demonstrates an awareness, understanding and commitment to equality and inclusion • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Understanding of specific SEN conditions • Knowledge of issues relevant to education and child development 	Application Form / Interview

Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview
--------------------------	--	--	------------------------------



CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD