



THAKEHAM PRIMARY SCHOOL
Rock Road
Storrington
West Sussex
RH20 3AA
Headteacher: Mrs S. Norton
Tel: 01903 740176

email: office@thakehamps.co.uk
web: <http://www.thakehamps.co.uk>

'Small School, Big Opportunities, Great Achievements'

Job Description: Inclusion Coordinator

Job Title: Inclusion Coordinator (InCo)

Post: 0.2 FTE (1 day a week, day negotiable)

Salary: MPS/UPS 1

Job Purpose: To provide leadership in co-ordinating the strategic direction, development and provision of inclusive education within the school for SEN&D, Pupil Premium/disadvantaged and EAL pupils.

Responsible to: The Headteacher

Main Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

A) Strategic Direction and Development of Provision:

- Work in partnership with the Headteacher and Senior Teacher to monitor and evaluate the quality of teaching and learning to ensure that individual needs are being met
- Participate actively in the analysis of relevant data, research and inspection evidence so as to inform inclusion policy, practice and provision within the school
- Attend Pupil Performance meetings with the Headteacher/class teacher and provide reports as requested on the progress and outcomes of individuals and Key Groups;
- Advise the Headteacher and Governors (liaising with the Inclusion Governor) of progress on Inclusion aspects of the School Strategic Development Plan
- Undertake responsibilities/tasks relating to the School Strategic Development Plan and undertake other action plans/paperwork as required relating to the key groups referred to above
- Be responsible for the InCo budget and allocate this efficiently and appropriately





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- Work alongside with the Headteacher and School Business Manager to ensure the effective use of Pupil Premium funding
- Attend appropriate courses and continuing professional development opportunities
- Develop and share knowledge of resources (equipment, books, materials and knowledge of possible strategies.)

B) Leading and managing staff:

- Contribute to the development of a positive inclusive ethos
- Support staff in understanding the range of pupil needs
- Work with staff and parents to co-produce Individual Learning Plans (ILPs)
- Lead staff/meetings/INSET
- Co-ordinate and appraise Teaching Assistants/support staff working with pupils in the key groups, liaising regularly with them and providing support
- Identify and support provision for the training needs for Teaching Assistants/support staff.

C) Working in partnership with others (parents, agencies, STARS/Chanctonbury school clusters etc)

- liaise with and refer to support services, as necessary
- arrange and attend meetings with parents, staff and outside agencies as needed
- support teachers to ensure parents have access to information about the progress of their child
- liaise with parents and provide support/information to enable them to understand/support the needs of their child





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- attend local school SENCo/INCo network meetings and work collaboratively with local colleagues.

D) Working with children:

- assess individual needs in partnership with staff and outside agencies
- regularly review pupils on the register for the key groups to ensure that these meet the agreed criteria
- ensure issues surrounding the transition of pupils from the key groups are effective.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.