

Salary:	Grade C, Step 1
Hours:	Part-time
Starting:	1 st September 2026
Contract:	Permanent
Responsible to:	Assistant Headteacher (Pastoral)

Purpose of the Role

To lead and manage the school's Internal Inclusion Provision, ensuring it supports students to reflect, reset, and successfully reintegrate into mainstream lessons. The Inclusion Coordinator will promote positive behaviour, reduce repeat removals from lessons, and support students with social, emotional, and behavioural needs.

Key Responsibilities

1. Inclusion Room Leadership

- Oversee the daily running of the Inclusion room
- Ensure a calm, structured, and purposeful learning environment
- Supervise and support students removed from lessons or on short-term placements
- Maintain clear routines, expectations, and restorative approaches
- Ensure work is completed to an acceptable standard

2. Student Support & Reintegration

- Work with students to reflect on behaviour incidents using restorative approaches
- Support students in identifying triggers and strategies to improve behaviour
- Facilitate reintegration back into lessons, liaising with teaching staff
- Deliver short 1:1 or small group interventions (e.g., behaviour mentoring, emotional regulation)

3. Behaviour Monitoring & Communication

- Track behaviour incidents, referrals, and patterns
- Analyse data to identify repeat behaviours or vulnerable students
- Communicate with:
 - Teaching staff regarding student progress
 - Faculty Leads
 - Key Stage and Transition Leads
 - SENCo

4. Safeguarding & Inclusion

- Contribute to safeguarding processes, escalating concerns appropriately
- Work closely with SENCo, DSL team, and external agencies where appropriate
- Promote an inclusive, supportive ethos aligned with school values

5. Supporting Staff

- Provide feedback to staff on behaviour incidents and reintegration outcomes
- Support consistent application of behaviour policy across the school
- Model positive behaviour management strategies
- Contribute to staff training (where appropriate)

6. Parent/Carer Engagement

- Support communication with parents/carers regarding behaviour incidents
- Participate in reintegration meetings
- Provide updates on progress and strategies to support students
- Demonstrate clear, calm and professional communication with students, staff and parents
- Use strong verbal skills to de-escalate situations and support behaviour reflection
- Maintain regular, constructive contact with parents/carers, sharing concerns and successes
- Build positive, trusting relationships with families to support student development
- Apply empathy, active listening and a non-judgemental approach in all interactions

7. Administrative Responsibilities

- Record all incidents, actions, and outcomes accurately
- Manage referrals into the Inclusion Room
- Maintain up-to-date student records and intervention logs

Person Specification

Essential

- Experience working with young people (secondary age)
- Strong behaviour management skills
- Ability to build positive relationships with all students
- Resilient, calm, and consistent approach
- Good organisational and communication skills
- Commitment to safeguarding and inclusion

Desirable

- Experience in an inclusion unit or pastoral role
- Knowledge of SEN needs and strategies
- Experience delivering interventions or mentoring

Key Skills & Attributes

- Calm under pressure
- Firm but fair approach
- Highly relational and empathetic
- Strong reflective and solution-focused mindset
- Team player with a proactive approach

Impact Measures (Success Criteria)

- Reduction in repeat internal inclusion referrals
- Successful reintegration rates
- Improved behaviour data for targeted students

- Positive feedback from staff and students
- Improved engagement for vulnerable learners

Safeguarding Statement

This role involves daily contact with students and therefore requires a strong commitment to safeguarding and promoting the welfare of children and young people.