



INCLUSION COORDINATOR

ARK Salary Scale Band 6, Points 19 - 26 (£22,858 - £27,676)

Required as soon as possible

Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.

We seek an Inclusion Coordinator to join our dedicated pastoral team, working collaboratively to support the development of a year group within our dynamic 11-16 provision. Building on the success of our 2018 Ofsted report stating "pastoral care is exceptional", we seek a committed candidate to join the team of pastoral leaders and support our drive toward outstanding practice for our young people. Candidates must have excellent communication skills, a flexible and collegiate approach to working, and show both creativity and resilience in approaching challenges. We welcome applications from ambitious candidates, keen to make a difference as part of the Walworth Academy family.

Our staff are:

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of behaviour, academic success, and wellbeing for all in our community
- Resilient, reflective and thoughtful professionals, seeking to develop themselves with us

In return, we offer:

- An externally recognised progression route with the support of a nationally recognised network
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (ATT, PGCE, TeachFrist, NowTeach, ELSA, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees.*
- A dedicated Employee Assistance and benefits package from Ark

Further details about the post and how to apply can be found on our website

www.walworthacademy.org.

We look forward to receiving your application





Ark Walworth Academy

INCLUSION COORDINATOR

Reporting to: Director of Progress and Senior Team Responsible for Behaviour Management

Start date: Tuesday, 22 April 2019 – Sooner if possible

Salary: ARK Salary Scale Band 6, Points 19 - 26 (£22,858 - £27,676)

Actual salary £19,574.41 - £23,700.30 (Term Time Only)

The Role

- To work with Directors of Progress to ensure all students within their year group are supported in their learning and progress
- To enable targeted students to have access to personalised programmes and support provisions so they are empowered to self-manage and achieve expected rates of progress
- To liaise effectively with Senior Leaders, SENCO, colleagues as well as parents/carers and other outside agencies

Key responsibilities

- To develop personalised programmes for targeted students in order that they fully access the curriculum and are empowered to self-manage their own behaviour
- To ensure the personalised curriculum and support provision enables them to achieve expected rates of progress: minimum 4 level progression, particularly in English and maths from year 7 to year 11
- To ensure the number of students sent out of lesson or excluded is minimised
- To monitor and track student progress every 2-3 weeks and to ensure all students are on track
- To develop and recommend students to specific programmes that will enable them to address their challenges
- To ensure regular feedback to targeted students with refined targets and recognition of their progress
- To have regular communication with parents and to ensure the families are kept informed of issues and the progress of their child
- To evaluate student progress and to make appropriate recommendations and to implement further support or intervention for SEND students, as necessary
- To work effectively with relevant outside agencies
- To support in the management of the Inclusion Unit
- To liaise with Directors of Progress and Senior Leaders regarding student progress
- To attend training as directed and to develop and deliver support programmes as appropriate

Other

- To actively promote the safety and welfare of our young people
- To ensure compliance with Ark's data protection rules and procedures
- To liaise with colleagues and external contacts at all levels of seniority with confident, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

The job description is not an exhaustive list and you will be expected to carry out other reasonable tasks as directed by your line manager.





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Person Specification: INCLUSION COORDINATOR

Qualification Criteria

- Right to Work in UK
- GCSE Maths and English (Grade C or above)
- A Level or equivalent qualification (or experience)
- Youth work qualification (desirable, not essential)

Experience

- Excellent understanding of data
- Experience of working with young people
- Experience of delivering activities and sessions for young people
- Experience of working within challenging communities
- Awareness and understanding of best practice to ensure safeguarding and child protection.

Behaviours

Specific skills

- Strong written and oral communication skills
- Ability to keep highly organised and work efficiently and effectively even when demands of the job are high
- Ability to present confidently to a diverse range of people
- Able to establish good working relationships
- An understanding of the importance of confidentiality and discretion

Personal characteristics

- Genuine passion and belief in the potential of every pupil
- Resilience
- An enthusiasm for working with young people
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with others
- Able to follow instructions accurately but make good judgments and lead when required
- Be prepared to work flexibly
- Be motivated to continually improve standards and achieve excellence.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check



Ark Walworth Academy

This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy

Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.

September 2018