



A PLACE TO BELONG

JOB PROFILE

Job title:	Inclusion Lead Team Leader or Inclusion Lead Co-ordinator
Grade:	Band 8
Accountable to:	Head of Additional Learning Support
Responsible for:	Line management of LSA Team Leaders/Dyslexia Team and Inclusion Administrator

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote KCSIE, Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training & ongoing training as required for your role
- To participate in the College Professional Development and Review (PDR) Scheme

Specific duties and responsibilities

1. Lead and support the Team Leaders, providing clear direction and driving high standards to deliver effective and consistent support across all areas. Drive compliance monitoring and evaluation, ensuring effective processes are in place and standards are consistently met. Lead on reporting compliance monitoring and evaluation across all sites, providing reports and summaries as required and in line with audit requirements. Support and guide Team Leaders with timetabling issues and queries as required, ensuring effective coordination and delivery of services.
2. Lead the Team to ensure all in and out of classroom support is delivered to students. This must include assessments for exam arrangements which must be within the JCQ guidelines and deadlines.
3. Carry out line management responsibilities for the Dyslexia Team, Team Leaders and Inclusion Administrator, providing strategic oversight in line with College priorities, policies and procedures. Lead and support the development of the teams to ensure effective delivery, continuous improvement and alignment with the College's strategic objectives. Act as the first point of contact for any People Services queries that Team Leaders need to escalate. This will include responsibility for CPD, PDRs, one-to-ones and team meetings, ensuring staff are effectively supported, developed and managed to deliver high-quality services.
4. Support the Dyslexia team with caseload management, prioritisation and TLIP completion. Oversee the Dyslexia team completion of MH and External EAA's.
5. Drive the Inclusion team and promote cross College working with Curriculum, Wellbeing, Behaviour and Safeguarding to promote positive working relationships and positive outcomes for the students. Monitor all Inclusion supported College events to ensure coverage and representation within the team.
6. Review and monitor support provided on an on-going basis to ensure students are receiving an appropriate level and that documentation of this support is evidenced. Carry out line management responsibilities for the Dyslexia Team, Team Leaders and Inclusion Administrator, providing strategic oversight in line with College priorities, policies and procedures. Lead and support the development of the teams to ensure effective delivery, continuous improvement and alignment with the College's strategic objectives. Act as the first point of contact for any People Services queries that Team Leaders need to escalate. This will include responsibility for CPD, PDRs, one-to-ones and team meetings, ensuring staff are effectively supported, developed and managed to deliver high-quality services.
7. Enhance and drive robust performance practices across the team to drive the highest levels of support that impact positively on students.
8. Address, respond and resolve queries/complaints/suggestions and deputise as and when required for the Senior Head of Inclusion. Attend necessary meetings and work to tight deadlines to support the wider management team.
9. Strategically monitor and coordinate the funding and support for all High Needs students. This must adhere to all funding guidelines and audit requirements.
10. Provide effective management oversight across all College sites, working closely with Team Leaders and the wider team to ensure the consistent delivery of high-quality support and achievement of student targets. Hold Team Leaders and staff accountable for performance, standards and agreed outcomes, using performance data and regular monitoring to identify areas for improvement and implement appropriate actions. Drive continuous improvement across the service, ensuring performance and delivery remain aligned with College priorities and strategic objectives.
11. Design, co-ordinate and deliver CPD and staff mentoring so that the team can see a clear career pathway and progression.

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Learning Support Team Leader		E/D	A	I	T
Qualifications:					
1	Level 2 Maths and English or equivalent	E	X		
2	Relevant Level 3 Qualification	E	X		
3	Level 4 qualification such as teaching or learning support	E	X		
4	Knowledge of current thinking and best practice in supporting learners	E	X	X	
Experience and Skills:					
5	Experience of working with customers with a range of personal, social and welfare needs.	E	X	X	
6	Experience of planning and delivering resources in response to identified needs.	E	X	X	
7	Strong people management and line management skills	E	X	X	
8	Excellent administrative and record keeping skills	E	X	X	
9	Ability to drive improvements, resulting in good and better outcomes for students	E	X	X	
10	Understanding of additional learning support funding requirements	D	X	X	
Personal Attributes:					
11	Highly effective organisation and prioritisation skills	E	X	X	
12	Ability to build relationships across a range of levels and teams within the organisation	E	X	X	
13	Ability to analyse situations and recommend ways forward	E	X	X	
14	Ability to cope with a demanding workload	E	X	X	
15	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E	X	X	
16	Commitment to quality and excellence through evidence of continuing professional development	E	X	X	
17	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E	X	X	

KEY:

E	Essential
----------	-----------

D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test