

**Job Title: Link Teacher and Learning Facilitator – Inclusion**

Responsible to: Vice Principal and Inclusion Manager

Payscale: M1 - M3

Key Purpose. *To be responsible for determining the alternative timetable arrangements on an individual basis for the inclusion cohort. To work effectively with Curriculum Leaders across core and EBACC subjects to understand curriculum delivery requirements across all year groups so that pupils accessing Inclusion receive a suitable education. Work with pupils to facilitate their learning in-line with curriculum delivery across subjects and ensure that any programme of study undertaken within inclusion facilitates reintegration into mainstream classes where and when appropriate.*

Main Responsibilities

- To be responsible for determining pupils' timetables for those enrolled in the Inclusion cohort, liaising with the Inclusion Manager, teaching staff and Curriculum Leaders.
- To work effectively with families to support an integrated approach to education.
- To ensure pupils in the Inclusion cohort receive a suitable education when undertaking lessons in inclusion
- To regularly monitor, review and evaluate the safety, well-being and education of pupils in the Inclusion cohort.
- To work with subject staff to ensure on-going assessment of pupils in Inclusion in order to set appropriate targets to maximise individual performance.
- To work with curriculum staff to develop and implementing agreed systems of monitoring, recording and assessing pupils' progress.
- To contribute to reports for parents, schools and external providers, where necessary.
- To ensure effective links are maintained with the Careers Service as appropriate.
- To oversee the preparation, maintenance and monitoring of accurate records for pupils in the Inclusion.
- To support subject areas by ensuring that pupils complete work that reflects the curriculum being delivered so that pupils are able to transition back to mainstream classes.
- To secure well established links with subject areas to ensure a good understanding of the curriculum requirements across subjects, leading to better facilitation of learning for pupils in-line with subject requirements. This would include ensuring pupils engage with the same materials as others in their mainstream classes and undertake work that ensures their progress through the well-established curriculum in that area.
- To undertake a teacher facilitator commitment as directed by the Principal to ensure pupils have access to appropriate support packages, enabling them to access their taught curriculum in a satellite setting.
- To undertake relevant and appropriate CPD identified in the School Development Plan and through Performance Management as deemed necessary by the Principal
- To attend meetings relating to pupils when required.
- To attend staff meetings within the agreed periods of directed time.
- To undertake any other duties commensurate with the scale and function of the post that may reasonably be required.