



Inclusion Co-ordinator (INCo)



MPS/UPS + TLR+ SEN

Start Date: April 2025

Woolgrove School, Special Needs Academy

Letchworth Garden City

“Live, Laugh & Learn Together”

An amazing opportunity has arisen at Woolgrove and, due to the promotion of the current post holder, we are seeking to appoint a creative, highly motivated and inspiring teacher who will be instrumental in making a difference to our pupils' education.

As the INCo you will have responsibility for leading, developing and managing a high standard of provision for all our children and ensuring that they make sustained progress. The main part of the role for 3 days a week will be leading the annual reviews for all our 125 pupils, all of whom have Education Health Care Plans (EHCPs), and liaising with parents/carers and external professionals. Alongside this there will be a teaching commitment and you will be a member of our Senior Leadership Team (SLT). This job is full time.

We are looking for an INCo who:

- Is a caring, highly motivated and committed practitioner with proven experience of teaching children with SEND.
- Has excellent interpersonal and communication skills.
- Has experience of implementing and reviewing EHCPs.
- Leads by example and is able to motivate and lead others.
- Has proven Senior Leadership Team (SLT) experience or the potential to be an effective member of the SLT.
- Is keen to work as part of our Senior Leadership Team to develop inclusion throughout the school.
- Will be teaching two days a week in EYFS, KS1 and/or KS2.

We can offer you:

A non-class based role with responsibility for implementing and leading EHCP reviews for all our pupils

- A happy working environment with wonderful children and a caring, supportive and hardworking team of staff and governors.
- A school which puts the interests of the children at the heart of all that we do.
- An ongoing commitment to professional development. As part of our commitment to staff training and wellbeing, pupils leave school at 2pm on Fridays to enable high quality whole school staff training for one hour every week.

The key elements of the post will be:

- Implementing and leading the EHCP reviews of all our 125 pupils.
- Monitoring and tracking of EHCP targets and provision across the school.
- Liaising with parents/carers and external professionals.

- Working in partnership with our Family Support Worker to provide support for parents/carers.
- Undertaking performance management for some teachers and support staff as a member of the Senior Leadership Team.
- Working alongside the Designated Safeguarding Lead and our team of DSPs to keep our children safe.
- Playing a key role in the life of the school.

Onsite visits are essential to get a feel for our lovely school and Lisa Hall, our headteacher, would be delighted to meet you to discuss this role in more detail. So do not delay - get in touch today. If you have any queries please contact us on 01462 622422 or email: admin@woolgrove.herts.sch.uk

There is also a virtual tour and information on the school website.

Let today be the start of something new and apply to be part of the Woolgrove Team.

Applications should be made on line at www.teachinherts.com.

Please note we cannot accept CVs.

Closing date: Friday 7th February 2025 at 12pm

Interview date: Tuesday 11th February 2025

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information. The Head Teacher may at any time, in discussion with the post holder, make changes to this job description and duties specified herein.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to safeguarding (including child protection), health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person

We have the right to withdraw this job advert if the position has been filled prior to the application closing date or the position no longer needs to be filled.