

JOB DESCRIPTION

Job Title:	Curriculum Enrichment and Inclusion Lead
Responsible to:	Principal/Associate Director of Special Educational Needs
Salary:	JCBA2
Contract:	Part-time, hours to be discussed. Occasional evening/weekend attendance, e.g. supporting parents' evenings, Saturday open day and Saturday learner induction days.

This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Key responsibilities

- Work with the Inclusion Co-ordinator to establish and oversee bespoke programmes of alternative provision for learners who access the Inclusion Hub.
- Undertake timetable reviews and prepare alternative curriculum plans for specified learners to access the Inclusion Hub.
- Establish, provide and oversee interventions available for learners and monitor the progress they have.
- Have responsibility for the individual progress and the emotional and social development of learners who access the Inclusion Hub.
- Work with the Curriculum Enrichment Co-ordinators on the planning, organisation and delivery of the curriculum enrichment block.
- Ensure the smooth running of all curriculum enrichment activities in conjunction with key staff and departments.

Generic requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.

- Be prepared to work ‘across the piece’ being flexible and interested in other areas of The JCB Academy.
- Work at all times to the standards as set out in the Staff Code of Conduct.

Specific responsibilities and duties

- Organise and run the transition programme for learners accessing the Inclusion Hub with the support of the Inclusion Co-ordinator.
- Have an oversight of the behaviour and pastoral needs of learners and liaise with relevant staff to ensure these are met.
- Liaise with relevant team leaders in relation to the academic progress of learners.
- Liaise with parents/carers with respect to induction, achievement, progress and support of learners.
- Work with the wider SEND/Pastoral team in relation to achievement, progress and support for learners.
- Liaise with the Year Teams to devise and deliver an effective PSHE education programme for learners.
- Ensure that all learners involved in the Inclusion Hub have access to careers workshops and guidance.
- Liaise with external providers to ensure regular updates and checks are provided on any learners who attend alternate provision.
- Liaise with teaching staff regarding the reintegration of learners beginning to access mainstream lessons again.
- Prepare thoroughly for learning activities and ensure materials are prepared for learners to use.
- Use relevant technology to support the learning process and ensure all learning resources are available to learners.
- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Maintain accurate and complete electronic records of learners' progress and development and update all necessary records accurately and completely as required.
- Provide 1:1 pastoral support and guidance to learners on a range of matters including but not limited to, stress and anxiety, positive behaviours and bullying as directed by the Associate Director of SEND.
- Provide guidance to, and share best practice with, teaching and support staff regarding specific learners who are open to the Inclusion Hub.
- Advocate for, and uphold the interests of the Inclusion Hub learners in terms of wider academy issues.
- Attend meetings and contribute to other processes when they are pertinent to the Inclusion Hub learners such as post-exclusion meetings etc.

- Ensure that a high-quality programme of curriculum enrichment is developed, with outstanding learning experiences for young people that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for young people; this will involve liaising with key staff and departments in order to ensure that high-quality provision, resources and facilities are in place.
- Plan, prepare and lead on academy trips and the organisation of enrichment days.
- Support with the development of schemes of work relevant to the curriculum enrichment block on offer at The JCB Academy.
- Ensure that staff always prepare thoroughly for learning activities.
- Establish and communicate clear objectives for all learning activities and ensure through rigorous monitoring that this is done in all curriculum enrichment lessons.
- Work with the Pastoral and Inclusion Teams to develop effective engagement strategies to support learners within the curriculum enrichment block.
- Carry out additional tasks at the request of the Associate Director of SEND and/or the Principal.

Key accountability measures

- Programme of alternative provision is broad and rich and provides opportunities for all Inclusion Hub learners to engage in.
- Inclusion Hub learners make good progress from GL Assessment starting points.
- Successful development and delivery of an engaging curriculum enrichment programme.
- 90% of learners satisfied with the activities undertaken in the curriculum enrichment block.