

JOB DESCRIPTION

JOB TITLE:	Inclusion Coach – Assistive Technology/AI Lead
DEPARTMENT:	INSPIRE SEND Support
RESPONSIBLE TO:	INSPIRE Team Leader
RESPONSIBLE FOR:	No Subordinate Staff

Purpose:

The Inclusion Coach – Assistive Technology / AI Lead will take a lead role in identifying, embedding, and developing the use of assistive technology and AI to support learners with SEND and high needs to achieve greater independence, progress successfully, and prepare for adulthood, next steps, and working life.

With a strong focus on inclusion and innovation will work collaboratively with academic teams, business support services, and IT specialists to ensure assistive technology and AI solutions are used effectively to support SEND learners, those with barriers to learning and progression and learners requiring additional support to achieve. To also work to use Assistive Technology and AI to strengthen SEND systems and processes.

Key Responsibilities:

- Work closely with the Cross-College SENCO/Manager and INSPIRE Team Leader to develop and embed effective use of assistive technology and AI to support learners with SEND, high needs and those with barriers to learning or progression.
- Identify appropriate assistive technologies and AI tools that promote learner independence, access to learning, and preparation for adulthood and employment.
- Support the implementation of assistive technology and AI solutions that enable learners to overcome barriers to learning and engage more confidently with their programmes.

Learner Support and Intervention

- Work directly with learners in class to model, embed, and support the effective use of assistive technology and AI within teaching and learning.
- Deliver targeted interventions outside the classroom to support learners in developing confidence, independence, and self-advocacy through the use of assistive technology and AI.
- Support learners to understand how digital tools can be applied to real-world contexts, next steps, and the workplace.

Collaboration and Cross-College Working

- Work with Digital Innovators and other colleagues to ensure information is shared and to encourage best practice and collaboration and that assistive technology and AI solutions are effectively integrated into college systems and practice.
- Provide guidance and practical support to academic staff on using existing college systems and new initiatives to meet the needs of learners with SEND.
- Support staff to effectively use SEND information and learner profiles to set meaningful targets and complete progress reviews.

SEND Systems, Processes, and Compliance

- Identify opportunities to apply assistive technology and AI to streamline SEND processes and procedures.
- Support the SEND team to develop efficient and effective systems that meet statutory obligations, quality expectations, and deadlines.
- Contribute to improvements in accuracy, consistency, and accessibility of SEND documentation and processes through digital innovation.

Training and Development

- Take responsibility for delivering or supporting training for:
 - the SEND team
 - academic staff
 - wider college teams on assistive technology, AI, and inclusive digital practice.
- Promote confidence among staff in using assistive technology and AI to support learners effectively.

- Keep up to date with developments in assistive technology and AI relevant to SEND and FE, sharing best practice across the college.

EHCP and SEND Processes:

- Create, maintain, and review individual support plans, ensuring they are learner-centred, meaningful, and outcome-focused.
- Facilitate and contribute to EHCP Annual Reviews, including preparation of paperwork, coordination with stakeholders, and facilitating review meetings.
- Monitor and evaluate learner progress against EHCP outcomes and intervention targets.
- Carry out SEND Support Discussions for prospective learners.

Administration and Communication:

- Maintain accurate, timely, and confidential records in line with college and statutory requirements.
- Produce clear and professional written reports, reviews, and progress updates.
- Use college systems effectively to track learner support, attendance, and impact of interventions.
- Attend and contribute to college Showcase Events and other key events as required.

Team and College Contribution:

- Work collaboratively within the INSPIRE SEND Team to ensure consistent, high-quality support.
- Takes responsibility for safeguarding and promoting inclusion and Equality and Diversity.
- Contributes to the attainment of the College's strategic objectives, as appropriate
- Takes responsibility for personal development and attend Continuing Professional Development activities where directed
- All staff working within the INSPIRE SEND Team are expected to be able to carry out personal (not intimate) care if needed.
- Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

NB In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's required