JOB DESCRIPTION

JOB TITLE:	Inclusion Coach – SEMH/ Social Communication Skills Lead
DEPARTMENT:	INSPIRE SEND Support
RESPONSIBLE TO:	INSPIRE Team Leader
RESPONSIBLE FOR:	No Subordinate Staff

Purpose:

Take a lead role in supporting learners with Social, Emotional and Mental Health (SEMH) needs and barriers to social communication to access learning fully and participate successfully in college life.

Design, deliver, and evaluate targeted SEMH and social skills interventions, working closely with learners, curriculum teams, parents/carers, and external professionals to improve communication skills, emotional regulation, social interaction, and inclusion across the college.

Provide professional guidance, coaching, and advice to staff to strengthen inclusive approaches to supporting and teaching learners with SEND.

Key Responsibilities:

Learner Support and Intervention

- Deliver high-quality 1:1 and small group interventions focused on SEMH, social communication, emotional regulation, resilience, and peer interaction.
- Support learners to develop communication skills, social understanding, independence, and positive behaviour for learning.
- Act as a key worker for assigned learners, building trusting, professional relationships that support engagement and wellbeing.

- Support learners to prepare for transitions within college and into next steps such as employment, apprenticeships, or further study.
- Promote and support staff to understand and use specific SEMH interventions and toolkits.
- To support staff to understand use positive behaviour and learner centred and restorative approaches aligned with college policies (for example Trauma Perceptive Practice, When the Adults Change).

Inclusion and Practice Development

- To take a lead role in promoting and coaching inclusive practice for learners with SEMH and social communication needs across the college.
- Advise, and support academic staff to adapt teaching strategies and learning environments to meet diverse needs.
- Support business support staff to understand and promote inclusion for learners with SEMH.
- Model effective inclusive strategies within classrooms and learning environments.
- Contribute to staff development activities and sharing best practice within the INSPIRE SEND Team and the wider 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 of inclusion and Equality and Diversity.
- All staff working within the INSPIRE SEND Team are expected to be able to carry out personal (not intimate) care if needed.
- 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
- 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