

Inclusion Coordinator

Salary: £35,368 - £41,010 (Pro Rata)
Actual Salary: £30,422 - £35,275
Ark Inner London Support, Grade 7, Points 14 – 24
Contract Type: Term Time Only, Permanent
Required for January 2027

Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.

The primary focus of our Inclusion Coordinators is to support a year group by removing barriers to learning, whether they be social, educational or behavioural. We seek a pastoral leader to join our dedicated team in the role of Inclusion Coordinator, working collaboratively to support the development of a year group within our dynamic 11-16 provision. We seek a committed candidate to join the team of pastoral leaders and support our drive toward outstanding practice for our young people. Candidates must have excellent communication skills, a flexible and collegiate approach to working, and show both creativity and resilience in approaching challenges. The right person for this job will embrace the challenge of innovating and responding to a variety of need for the benefit of students.

Closing Date: 6th December 2026

Interviews will be held in the week commencing 7th December 2026.

Job Description: Inclusion Coordinator

Reporting to: **Director of Progress**
Location: **Ark Walworth Academy**
Contract: **Permanent – Term Time Only**
Working Pattern: **Full Time**
Salary: **Ark Support, Grade 7, Pay Points 14 - 24**

The Role

- To work with Directors of Progress to ensure all students within their year group are supported in their learning and progress
- To enable targeted students to have access to personalised programmes and support provisions so they are empowered to self-manage and achieve expected rates of progress
- To liaise effectively with Senior Leaders, SENCO, colleagues as well as parents/carers and other outside agencies

Key Responsibilities

- To develop personalised programmes for targeted students in order that they fully access the curriculum and are empowered to self-manage their own behaviour
- To ensure the personalised curriculum and support provision enables them to achieve expected rates of progress: minimum 4 level progression, particularly in English and maths from year 7 to year 11
- To ensure the number of students sent out of lesson or excluded is minimised
- To monitor and track student progress every 2-3 weeks and to ensure all students are on track
- To develop and recommend students to specific programmes that will enable them to address their challenges
- To ensure regular feedback to targeted students with refined targets and recognition of their progress
- To have regular communication with parents and to ensure the families are kept informed of issues and the progress of their child
- To evaluate student progress and to make appropriate recommendations and to implement further support or intervention for SEND students, as necessary
- To work effectively with relevant outside agencies
- To support in the management of the Inclusion Unit
- To liaise with Directors of Progress and Senior Leaders regarding student progress
- To attend training as directed and to develop and deliver support programmes as appropriate

Other

- Actively promote the safety and welfare of our children and young people

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- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Inclusion Coordinator

Qualifications

- GCSE English and Mathematics Grade C or above

Knowledge, Skills and Experience

- Excellent understanding of data
- Experience of working with young people
- Experience of delivering activities and sessions for young people
- Experience of working within challenging communities
- Awareness and understanding of best practice to ensure safeguarding and child protection.

Behaviours

- Strong written and oral communication skills
- Ability to keep highly organised and work efficiently and effectively even when demands of the job are high
- Ability to present confidently to a diverse range of people
- Able to establish good working relationships
- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- An understanding of the importance of confidentiality and discretion

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy

Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.

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