



Inclusion Lead Job description

Post Title :	Inclusion Lead (SENCO)
Scale :	MPS/UPS (Outer London Weighting) plus TLR dependant on proven skills
Responsible To :	Head teacher
Responsible For :	SEN Learning Support Assistants/Welfare staff

PURPOSE:

- To work across the school to identify and then support the progress and achievement of all children with special educational needs, medical needs and children and pupils with English as an Additional Language.

OVERALL RESPONSIBILITY:

- To lead, manage, develop and maintain high quality SEN Medical and EAL provision which enables quality teaching, excellent learning outcomes and success for all pupils;
- To model effective teaching, to coach and train colleagues and to teach groups across the school.
- To keep all aspects of paperwork including records and policies up-to-date and actioned, as appropriate.
- To demonstrate vigilance in regards to Child Protection concerns and act on concerns following school procedures as a member of the Safeguarding Team

KEY ACCOUNTABILITIES:

Strategic direction and development of SEN, EAL and Medical provision in the school - with the support of, and working with, SEN teaching assistants, teaching staff and the Senior Leadership Team (SLT):

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of inclusion best practice for SEN & vulnerable pupils.
- Devise and promote plans to ensure the needs of pupils with SEN/EAL and Medical Needs are met and that they are reflected in the School Improvement Plan
- Work with parents, pupils and teachers in writing EHCPs
- Regularly monitor progress against targets for pupils from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national information relating to pupils with SEN/EAL and advise the Head teacher on the level of resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEN and write EHCPs
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately.
- Ensure that pupils are able to share their views and that these are acted upon appropriately.



- Create and maintain up to date SEND and EAL registers
- Ensure effective procedures and provision for medical and welfare provision
- Monitor Welfare records and systems of communication to ensure they reflect expectations
- Provide cover for the provision of medical intervention as needed
- Oversee the provision and acquisition of suitable resources within the confines of the delegated budget as identified by the School Improvement Plan or particular needs
- To report to the Senior Management Team and Governing Body as appropriate

Teaching and Learning – To:

- Plan for affection induction of new pupils with SEN/EAL/Medical Needs
- Support the identification of, and disseminate the most effective teaching approaches for vulnerable pupils and pupils with SEN/EAL.
- Collect and interpret assessment data on SEN/EAL vulnerable pupils (Pupil Premium) to inform practice.
- Work with pupils, class teachers and SLT to ensure realistic and challenging expectations of vulnerable groups and pupils with SEN/EAL.
- Monitor interventions, the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of vulnerable groups and pupils with SEN/EAL.
- Teach groups in and out of class as appropriate

Leading and Managing Staff – To:

- Achieve constructive working relationships and establish opportunities for the SEN support assistants and other teachers to review the needs, progress and targets of pupils with SEN.
- Plan and communicate staff timetabling information and ensure provision is made for absent welfare and SEND support staff
- Ensure Teachers Welfare and SEN Support staff are trained and competent in carrying out policies and provision and ensure professional development of staff through including through communication meetings and training/INSET provision
- Provide regular information to SLT and Governors on the effectiveness of SEN & vulnerable pupil's provision, progress and outcomes.
- Performance manage SEN teaching assistants to improve pupil outcomes
- Advise on approaches to providing SEN/EAL support
- Work with staff, governors and the head teacher to ensure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.

Parents, the Community and Extended Schools – To:

- Play a full part in the life of the school community.
- Work with parents and families who have a child with SEN offering support and guidance.
- Liaise with early years providers, other schools, educational psychologists, health & social care professionals and independent voluntary bodies to improve pupil outcomes.
- Encourage parents to participate in the life of the school in a variety of ways.

Managing Own Performance and Development:

- Demonstrate resilience, resourcefulness, initiative and rigour.
- To hold, or be willing to undertake training for the National Award SEN qualification



- Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

Use of Resources – To:

- Identify appropriate resources to promote and support the achievements of SEN children and ensure they are used efficiently, effectively and safely.
- Advise on the deployment of the schools budget and other resources to effectively meet pupils needs.
- Oversee and monitor appropriate budget allocations in liaison with the Head teacher and School Business Manager.

Additional Responsibilities and General Requirements – To:

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Head teacher.
- Show commitment to the school; its values, mission and aims enabling an inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
- Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues.
- To carry out duties of a school teacher as set out in the School Teachers' Pay & Conditions Document and the Teachers' Standards.

This job description is subject to the Conditions of Employment contained within the School Teachers' Pay and Conditions Document. It is not necessarily a comprehensive definition of the post and may be subject to modification and amendment after consultation with the holder of the post.