



INCLUSION Leader

Job Description

Purpose: To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation. The Inclusion Leader holds a very important strategic role in the wider leadership team of the school. It entails co-ordinating appropriate provision for children with special educational needs and disabilities, pupil premium children and liaising with colleagues, parents/carers and outside agencies. The role also includes overseeing provision for vulnerable groups who need support. This role includes supporting the general leadership of the school.

Professional Responsibilities:

- A commitment to the school Vision enabling pupils to achieve their potential.
- In consultation with the Headteacher, staff and governors, develop and keep under constant review all relevant policies.
- Support staff in understanding the learning needs of children with specific needs and the importance of raising their achievement; disseminating the most effective teaching approaches.
- Liaise with other co-ordinators/leaders to ensure that appropriate provision is made for children across all areas of the curriculum.
- Work with TA's to ensure top quality provision to support an inclusive ethos.
- To be part of the TA appraisal process.
- Maintain a register of children with specific needs identifying provision being made.
- Analysing data of SEND/Pupil Premium children to help identify how their funding is impacting on their achievement
- Provide guidance and assist teachers in identifying children with learning, behavioural, medical or emotional difficulties and children with English as an additional language.
- Writing Individual Healthcare Plans for children with medical needs.
- Complete relevant assessments when necessary for children with SEND, including applications for HNF and EHCPs.
- Advise and assist class teachers and other members of staff in planning individual or group programmes for children who require extra provision.



- Ensure that appropriate methods of assessing and recording children's needs and progress are introduced and maintained.
- Keep informed of current developments by attending in-service course, visits, reading and study.
- Select equipment and materials for order within an agreed budget.
- Liaise with other agencies including specialist teachers, school counsellor, educational psychologist, school health service, social services, speech therapists, Speech and Language therapist, CAHMS etc
- Organise and where necessary, chair regular inter-agency meetings to discuss the needs and progress of identified children.
- Organise and chair review meetings for parents to discuss progress of individual children.
- Liaise with pre-school groups, and Secondary schools to promote continuity and progression for children with special educational needs and disabilities.
- Assist the Head teacher in keeping Governors informed about provision for identified groups.
- Manage, support and monitor the work of TAs supporting children.
- Organise professional development opportunities for staff.
- Co-ordinate and support the planning for the teaching and support of identified children.
- Monitor teaching and learning of pupils who have been identified as requiring specific support.
- Ensure inclusive practice and equality of opportunity for all.

The job description encompasses the above statements, but the Inclusion Leader should be willing to undertake any other tasks which the Head teacher might reasonably require.