



## Seal CE Primary School

### Post: Inclusions Leader

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

#### **Post Holder:**

#### **Line Manager: Executive SENCo**

**Job Purpose** To assist the Head of School in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all.

#### **Duties:**

- To follow guidelines set out in the SENCo code of practice document
- To develop curriculums that are creative and enriching for SEN children unable to access the school curriculum
- To model and hold others to account for living and working within our school's values
- To lead an effective nurture provision
- To deputise for the Head of School in their absence
- To deputise alongside the Head of School in the role of Deputy Child Protection Officer

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document. It may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### **Strategic Direction and Development of the School**

- Assist the Head of School in formulating the school aims and objectives and policies for their implementation- particularly those relating to Inclusive Practice.
- As a member of the school leadership team, be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
- Through Leadership and Senior Management Team meetings contribute to the school's organisation and overall strategy.
- Give leadership to staff in organising and implementing an appropriate curriculum for the school, particularly for pupils who are at risk of underachieving or with barriers to learning such as; special educational needs, specific linguistic and cultural needs and those who are gifted and talented etc.

- Assist the Head of School in giving strategic direction to develop a positive and constructive partnership with parents and the local community.
- To assist the Head of School and Executive Headteacher in developing nurture outreach to other local schools, alongside the support of the local authority.

### **Recording and Assessing**

1. Set targets for SEND children raising achievement among pupils through pupil progress meetings
2. Collect and interpret specialist data
3. Set up systems for identifying, assessing and reviewing SEND
4. Provide regular progress reports and updates for the Governing Body and Headteacher in SEND and ensure they are all aware of all successes, issues and concerns
5. Undertake annual reviews for all children with an EHC (Education, Health and Care) plans
6. Share all SEND documentation with class teachers and TA's regarding individual children on the SEND register
7. Support teachers in the writing of Provision Maps
8. Keep SEND audit and provision map up to date and provide Head of School and all teaching staff with a copy
9. Support teachers in planning interventions for those children on the SEN register, target register and those with Educational Health and Care plans in accordance with the actions provided by external agencies
10. Develop understanding of learning needs and the importance of raising achievement among all children including those with SEND
11. Attend consultation meetings, keeping parents of children with SEND informed about their progress
12. Report and consult on child protection issues and attend CP meetings on behalf of the Head of School when needed

### **Leadership**

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
2. Ensure a personalised curriculum is in place for those pupils that require it
3. Create effective timetables for interventions
4. Monitor the effectiveness of interventions termly
5. Monitor the implementation of provision maps for each pupil on the SEND register or with an EHC Plan
6. Monitor teaching and learning activities to meet the needs of pupils with SEND
7. Monitor the progress of Pupil Premium children and manage funds appropriately to support the learning and well being of those pupils. Monitor the effectiveness and impact of the spending of Pupil premium funding, creating accurate statutory annual reports .
8. Line manage SEND, 1:1 TA's and nurture staff
9. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
10. Liaise with other SENCo's within the Inspire Federation to ensure consistency in provision and practice

11. Disseminate good practice in SEND across the school
12. Identify resources needed to meet the needs of the pupils with SEND and advise the Head of School of the priorities for expenditure through action planning that reflect whole school improvement plan
13. To advise the Headteacher and staff on effective teaching of SEND
14. Provide training opportunities for teachers and teaching assistants to learn about SEND
15. To seek to ensure the effective use of resources and facilities for teaching of SEND pupils
16. Apply for HNF and EHC Plans when needed within a reasonable time frame, advising teachers and TA's of the evidence required

### **Leading and Managing People**

- Leading and managing teaching and non-teaching staff – specifically the nurture staff and SEND Teaching Assistants
- As a member of the Leadership Team be involved in the implementation of Performance Appraisal of colleagues and integrate this into their professional development.
- Participate where appropriate in the appointment of teaching and support staff.
- As part of the Leadership Team identify staff training needs and implement, coordinate and lead INSET in relation to Inclusive Practice.
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team.
- Build effective relationships with parents and carers of pupils with SEND.
- To support the behaviour and learning needs of pupils with SEND, facilitating changes to practice that allows those pupils to succeed in following school policies.

### **Personal and Professional Conduct**

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, conduct, punctuality and attendance
3. Attend and participate in open evenings and student performances
4. Uphold the school's wellbeing and culture charter and staff code of conduct
5. Attend SLT and staff meetings
6. Develop links with governors, schools within the Inspire Federation, local authority and neighbouring schools and pre schools

Agreement signatures:

Post holder..... Date.....

Headteacher..... Date .....

Review Date:

