



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH
Deputy Headteacher: Miss E Cooper Bsc, PGCE

INCLUSION MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

Main purpose

The Inclusion Manager, under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs disability (SEND) policy and provision in the school
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEND or those who constitute a vulnerable group.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- The Inclusion Manager will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- The Inclusion Manager will be the Designated Safeguarding Lead for the school.

Duties and responsibilities

- Strategic development of policy and provision relating to vulnerable groups.
- Have a strategic overview of provision for vulnerable pupils across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for vulnerable pupils.
- Ensure the SEN policy is put into practice, and that the objectives of this policy are reflected in the school improvement plan
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective
- Provide reports for SLT and Governing Body as required.

Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451
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Website www.wentworthonline.co.uk



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Operation of the SEN and associated policies and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years' providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority
- Analyse assessment data for pupils with vulnerable pupils
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness

Support for pupils with SEN or a disability

- Identify a pupil's SEN
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- **Leadership and management**
- Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Lead on safeguarding, use of CPOMS and ensure training for all staff at regular intervals.
- Ensure the school meets the requirements of Keeping Children Safe in Education guidance.
- Prepare and review information the governing board is required to publish

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- Contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs
- Lead INSET for staff
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for vulnerable pupils
- Lead and manage teaching assistants working with vulnerable pupils
- Lead staff appraisals and produce appraisal reports
- Review staff performance on an ongoing basis
- The Inclusion Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Inclusion Manager will carry out. The potholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

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Person specification

| • CRITERIA | • QUALITIES |
|--|--|
| <ul style="list-style-type: none"> Qualifications and training | <ul style="list-style-type: none"> Qualified teacher status [note: this is a requirement under the SEND Code of Practice] National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment [note: this is a requirement under the SEND Code of Practice] Degree |
| <ul style="list-style-type: none"> Experience | <ul style="list-style-type: none"> Teaching experience Experience of working at a whole-school level Involvement in self-evaluation and development planning Experience of conducting training/leading INSET |
| <ul style="list-style-type: none"> Skills and knowledge | <ul style="list-style-type: none"> Sound knowledge of the SEND Code of Practice Understanding of what makes 'quality first' teaching, and of effective intervention strategies Ability to plan and evaluate interventions Data analysis skills, and the ability to use data to inform provision planning Effective communication and interpersonal skills Ability to build effective working relationships Ability to influence and negotiate Good record-keeping skills |
| <ul style="list-style-type: none"> Personal qualities | <ul style="list-style-type: none"> Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality |

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Headteacher/line manager's signature:

Date:

Post holder's signature:

Date:

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