



Littlebourne Church of England Primary School *Church Road, Littlebourne, Canterbury, CT3 1XS*

Inclusion Leader

Post:	Inclusion Leader
Contract:	Permanent
Salary:	MPS + TLR
Responsible to:	Headteacher

Main purpose

The Inclusion Lead is responsible for ensuring our school remains an inclusive place in which everyone can flourish. This includes those with SEND, those who have English as an additional language, children who show a flair for particular subjects as well as those who may be pupil premium. The Inclusion Lead will strive for all children to be able to access the best quality of education through excellent inclusive practice which brings out the best in everyone.

Duties and responsibilities

- Lead on SEND provision across the school
- Promote the Christian character of the school through upholding our school values and playing a key role in the realisation of our school vision
- Lead on the development of adaptive teaching practices across the school, ensuring all children flourish academically
- Promote inclusive teaching strategies across all areas of the school
- Maintain an accurate SEND register and provision map
- Support class teachers in the maintenance of high quality, effective provision maps which clearly describe additional provision within each class.
- Update and develop school policy
- Lead staff training on inclusive teaching strategies and SEND awareness
- Carry out, as well as monitor and evaluate additional provision across the school
- Support the facilitation of occasional teacher release by covering classes as required
- Carry out appraisals for all teaching assistants and some wider support staff
- 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 (LA)
- Analyse assessment data for pupils with SEN or a disability

Please note that this list of duties 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 Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school Code of Conduct.

Person Specification

- Qualified teacher status
- A recognised SENCO qualification – or the willingness to undertake this training within the next three years.
- A strong understanding of the SEND Code of Practice
- An up to date pedagogical knowledge and understanding of whole class teaching strategies
- Excellent inter-personal skills to effectively collaborate with children, staff, parents and a range of external agencies and professionals
- A passion for working within a small, close-knit team
- A proven ability to analyse data to inform next steps
- Experience in developing and carrying out interventions and group work for children with a range of educational needs.
- The confidence to provide feedback to members of staff around their inclusive practices, highlighting areas of strength while also discussing areas for development
- The ability to prioritise workload and work to deadlines
- The willingness to be flexible to accommodate the needs of a small, village school