



**Job Description: Inclusion Manager**

**Pay Grade: MPS or UPS1 + SENCO allowance (£2,209)**

**Responsible to: Headteacher and the Local Governing Body of the School**

**Main Purpose of the Job**

- To lead the school's inclusion provision
- To assist the headteacher in the organisation, management and development of the school, carrying out specific duties, including responsibility for the inclusion agenda and all pupils who fall within this area (SEND, AEN, AMA, CLA)
- To fulfil the key responsibilities of the SENDCO outlined in the SEND Code of Practice
- To carry out teaching duties as required (through discussion with the headteacher)
- To carry out the duties of this post in line with the remit outlined in the *School Teachers' Pay and Conditions Document*

**Duties and Responsibilities**

**Shaping the future**

- Support the headteacher and Governors in establishing a vision for the future of the school
- Establish a vision for the development of the school's SEND provision
- Promote a culture of inclusion within the school community where all views are valued and taken into account

**Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead on the provision of training and support for all SEND staff as required
- Support the development of the curriculum by reviewing the learning outcomes for all children managed within inclusion

**Developing self and working with others**

- To manage the school's inclusion team including any other multi agency providers

**Managing the organisation and securing accountability**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Be an effective member of the Senior Leadership Team
- Support the staff and governing body in fulfilling their responsibilities with regard to inclusion
- Contribute to the reporting of the school's performance to the school's community and partners (including linked schools)

**Strengthening community**

- Assist the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- To maintain contact with all specialist support services and attend relevant meetings

- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Promote relationships and work with colleagues in other schools and external agencies

**Specific tasks**

- Have responsibility for the school’s SEND Information Report and SEND Policy; it’s development, maintenance and evaluation
- Have responsibility for the SEND section of the school’s website and its compliance
- Interpret and analyse data and provide summary reports to the headteacher, staff and governors
- Implement and review a system of recording the progress of pupils on the SEND register and Children Looked After (CLA) in partnership with parents, the class teachers and other relevant staff members
- Oversee the formal assessment process, which may result in an EHCP being drawn up and manage the annual reviews
- Assist teachers in the identification of children within inclusion, advising them on appropriate strategies
- Ensure provision of appropriate SEND intervention and assess its impact
- Be one of the DSL’s in the school
- Support the Headteacher and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs

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

This job description may be reviewed as necessary in consultation with you.

**CONTRACT: Full Time**

**SIGNATURE OF POST HOLDER:..... DATE:**

**SIGNATURE OF HEADTEACHER:..... DATE:**