

### Job Purpose & Objectives

#### Details

The purpose and objectives of the post are laid out below in 'Main Duties & Responsibilities'.

Achievement of these objectives will contribute to the well-being and education of the children in our care.

#### Main Duties & Responsibilities Details

Teach in accordance with the requirements of the Conditions of Employment of School Teachers, Teacher Standards, in line with the National Curriculum, school policies and schemes of work.

The primary role of the Inclusion Lead is to raise educational achievement by leading and coordinating provision for pupils with special educational needs and disabilities.

This includes, but is not limited to, the following:

- To assist the Inclusion AHT in leading the provision for special educational needs within school, liaising with the Headteacher as required
- In conjunction with the Inclusion Lead develop and oversee the school's SEN strategy and policy
- To carry out assessment of pupils with SEN to identify needs and monitor progress – including observations in the classrooms and meeting with teacher and parents
- To assist in the leadership of learning support staff
- To manage appropriate SEND resources and to ensure that they are used efficiently, effectively and safely
- To develop curriculum resources to ensure that pupils with SEND have the necessary levels of support
- To support the Inclusion Lead in managing the implementation of an inclusive curriculum
- To support the Inclusion Lead in sustaining the effective teaching of pupils with SEND across the school leading to high quality outcomes
- To teach groups as allocated by the Inclusion Lead and/or the Headteacher
- To be a member of the Safeguarding Team undertaking the role of a Deputy Safeguarding Lead

The main responsibilities of the post include, but are not limited to, the following:

- Supporting the provision of SEND, including the allocation of support time, the writing of Early Support Plans and applying for statutory EHC plans as required
- Liaising with relevant outside agencies to ensure that the SEND needs of individual pupils are met effectively
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies
- Ensuring that the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs
- Working with the Inclusion Lead and other staff to ensure that Early Support Plans are used to set subject-specific targets and match work well to pupils' needs

- Supporting the monitoring of the effectiveness of Early Support Plans and arrange and chair annual reviews
- Supporting the Inclusion Lead in the curriculum development work of the Inclusion Team, including the development and implementation of course outlines, syllabuses and schemes of work
- Support the Inclusion Lead in the devising, implementation and updating of policies which reflect the school's commitment to high achievement, and effective teaching and learning
- Analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods
- Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
- Support the Inclusion Lead to lead on development of the Inclusion Action Plan
- Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils
- Work with the Inclusion Lead to promote an inclusive curriculum
- Support meetings of SEN staff, communicate information to staff and co-ordinate resulting action
- Monitor with the Inclusion Lead the day-to-day management of the Inclusion Support work areas, creating a safe, effective and stimulating environment for the teaching and learning of children
- Support the Inclusion Lead in benchmarking identification and provision against local, regional and national data sets, as required
- Deputise for the Inclusion Lead as required
- As an integral part of the DSL team - safeguarding vulnerable children and their families through Early Help and in school support
- To undertake other duties, as required by the Headteacher, as appropriate to the grade of the post

In order to perform this role well, the SENDCo is expected to:

- Maintain a thorough working knowledge of the school's policies and procedures related to SEND, including the SEN Information Report, Child Protection, Safeguarding and Inclusion policies
- Regularly attend relevant training and development events

- Act in the best interest of all the pupils of the school; and behave in a professional manner, including maintaining confidentiality as required

### **Additional Information**

At Hill View Primary, it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

### **General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.

Post Holder – signed ..... Date .....

Headteacher – signed ..... Date .....