

# Emmaus Church of England and Catholic Primary School



## Mission Statement

*We are friends journeying with Jesus in faith, hope and trust  
as we live, love and learn together.*

## Assistant Headteacher - Inclusion/DSL Job Description

**Role: Assistant Headteacher - Inclusion Leader and DSL**

**Accountable to: The Headteacher**

**All staff are expected to:**

- Work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models
- Put the needs of the school's pupils first and actively promote an enthusiasm to learn.
- Understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Follow the agreed National and other associated curriculum guidance.

### **Job Purpose**

The role of the Inclusion Lead is to ensure that our school actively promotes inclusive practice and fully supports children who have special educational needs and disabilities. The Inclusion Lead will have responsibility for implementing the school's Inclusion/SEN policy, including EAL and CLA under direction of the Headteacher and Governing Body. They will lead the strategic development of the school's SEND provision and will have oversight of the day to day operation of the policies.

**Specifically, the Inclusion Leader will:**

- Play a key role within our school, working with professionals to coordinate support to ensure that all pupils with additional needs make good/accelerated progress in their learning and achieve to the very best of their ability.

- Work closely with the School's Senior Leadership Team, taking a key role in the promoting of the school's overall aims and ethos.
- Manage the SEND support staff team as line manager, facilitating CPD opportunities and coordinating and delegating tasks and support.
- Carry out pastoral, SEMH well-being activities with children when appropriate.

### **Teaching and Learning**

- To complete the duties of a class teacher for one day per week, in line with the most recent Teachers Pay and Conditions.
- Evaluate teaching and learning activities to ensure they meet the needs of pupils with SEND, EAL, CLA and those who are Pupil Premium.
- Where necessary, team teach or actively teach, learning intervention and support groups in order to accelerate children's progress.
- Promote the resources/programmes/skill sets that will develop pupils and allow them to work independently.
- Have regard to the individual needs of pupils with SEND and support their learning by using a wide range of teaching strategies, planning and providing support for their full participation in all activities.
- Liaise with pre-school settings to ensure the identification/continuity of support and learning of pupils with SEND on entry to school.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.

### **Recording and Assessment**

- Keep the school's Special Educational Needs Register up to date.
- Undertake the provision mapping of SEND funding and staffing annually, to ensure all children's support needs are met.
- Interpret assessment data, feeding specifically into termly Pupil Progress meetings.
- Meet with class teachers and TAs and formulate plans to address any issues and needs as appropriate.
- Maintain and further develop existing systems for identifying, assessing and reviewing.
- Update the Headteacher and Governing Body on the effectiveness of provision of SEND pupils and those with additional learning needs.

### **Leadership**

- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
- Provide training opportunities for TAs and other teachers to learn about SEND/additional needs.
- Disseminate outstanding practice in SEND across the school.

- Identify resources needed to meet the needs of pupils with SEND and advise the headteacher of priorities for expenditure.
- Assist in the effective organisation through the development of TAs and other resources linked to SEND.
- To prepare an action plan and manage a resources budget for this area of learning.

### **Other Duties and Responsibilities**

- Listening to and supporting colleagues with concerns about pupils.
- Monitoring and screening/baseline assessments in order to identify and address children who are falling behind.
- Attend meetings to support class teachers where necessary, in order to keep parents informed about their child's progress.
- Assist class teachers in writing SEND Profiles and liaise with class teachers regarding their dissemination to parents.
- Coordinate provision by calling meetings as necessary.
- Meet parents who have concerns about their child/ren.
- Advise TAs in techniques and materials which enable them to implement SEND Profiles and manage the targets set in them.
- Monitor the resources devoted to SEND, and make cases for funding where necessary. These resources include books, other teaching materials and practical teaching aids including technological aids such as laptops and iPads.
- Liaise and cooperate with the Local Authority, Educational Psychology Services, Health and Social Services and voluntary bodies – submitting necessary documents to enable the authority to discharge its function.
- Ensure that, when a pupil leaves the school all their records are passed on to the next school.
- Take the lead in assessments of children with SEND including identifying their strengths and weaknesses.
- Carry out referrals and submit documentation required for Educational Health Care Plan Applications.
- Apply for High Needs funding when required.
- Prepare and lead annual EHCP review meetings.
- Prepare and attend/lead EHAT meetings.
- Prepare and lead PEP meetings for CLA children.
- Alongside the Headteacher and Deputy Headteacher carry out a daily lunchtime duty.
- Lead on Mental Health in the school.

### **Professional Development**

- Take part in appraisals and annual professional review meetings.

- Keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings.
- To undertake qualifications relevant to the field of SEND Leadership.

### **As Designated Safeguarding Lead (DSL) for the school**

#### Safeguarding and Child Protection

- Act as the first point for all safeguarding concerns and referrals.
- Ensure compliance with Keeping Children Safe in Education (KCSIE) and other statutory guidance.
- Maintain accurate, confidential and up-to-date records of safeguarding concerns on CPOMS.
- Work closely with external agencies, including Social Services, the police, and local safeguarding boards.
- Lead and manage safeguarding meetings, case conferences and multi-agency discussions.
- Monitor vulnerable students and ensure appropriate interventions are in place.
- Work alongside the headteacher to complete the 175 Audit.
- Be responsible for Prevent Duty accessing relevant training for staff when required.
- Be responsible as the DSL for Online Safety in accordance with KCSIE.
- Regularly update the staffroom Safeguarding board and alert staff to all safeguarding policies.

#### Training and Policy Implementation

- Develop, implement and regularly review safeguarding policies and procedures.
- Deliver safeguarding training to staff, ensuring they understand their responsibilities.
- Keep up to date with relevant legislation and best practices in child protection.
- Ensure safer recruitment processes are followed, including staff safeguarding checks.

#### Supporting Pupils and Staff

- Provide a safe, supportive environment for students to report concerns.
- Offer advice and guidance to staff regarding safeguarding matters.
- Promote a culture of safeguarding throughout the school.