



# St Jude's C of E Primary School

## Job Description 2026



**Post Title: Class Teacher and Inclusion Lead**

**Responsible to: Headteacher**

### Class Teacher Key Responsibilities

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Deliver engaging, creative and inclusive lessons in line with the National Curriculum
- Set high expectations for every pupil and ensure all can achieve their full potential
- Assess, monitor and record pupils' progress, adapting teaching to meet individual needs
- Create a stimulating classroom environment which promotes high standards and celebrates diversity and inclusion
- Model quality-first teaching and learning practice for all children, including those with SEND, as a class teacher

### Inclusion Lead Responsibilities

- Lead the school's Inclusion and SEND strategy in line with the SEND Code of Practice
- Support the school's School Development Priorities with an inclusion lense
- Promote a culture where all pupils can access the curriculum and flourish
- Have consistently high expectations of behaviour, inclusivity, and pupils' learning
- Lead and monitor provision for pupils with SEND and other vulnerable groups
- Oversee and evaluate interventions, ensuring they are effective and have a positive impact on pupil progress
- Act as a critical friend and coach to class teachers to secure effective support for vulnerable pupils
- Monitor teaching assistants (TAs) support to maximise impact on pupil progress
- Coordinate, monitor, and evaluate provision for Looked After Children and Previously Looked After Children, ensuring all statutory responsibilities are met
- Coordinate, monitor, and evaluate provision for children with EAL
- Coordinate, monitor, and evaluate provision for pupil premium children
- Ensure accurate identification, assessment and review of pupils with SEND
- Oversee EHCPs, provision maps and statutory documentation
- Oversee children with medical needs and statutory documentation
- Work effectively with parents, carers and external professionals
- Establish effective systems for inclusion, safeguarding and pastoral care
- Ensure the safety, welfare and wellbeing of pupils and staff
- Identify barriers to inclusion and develop realistic improvement strategies
- Monitor the impact of inclusion initiatives and adjust as necessary
- Attend Pupil Progress Meetings to discuss and identify strategies to promotes progress and attainment across all learners

- Report to the governors during curriculum and FGB meetings
- Ensure the school meets all statutory duties relating to SEND

### **Inclusion Lead Expectations**

- Model the highest standards of professional conduct and positive attitudes to staff, pupils, and parents
- Demonstrate public loyalty to senior team decisions and act with integrity, maintaining confidentiality at all times
- Model optimism and challenge negative attitudes constructively and assertively
- Keep the Headteacher well informed about any events, incidents, issues or opinions that may affect school operations
- Promote confidence in school leadership through the active marketing of the school's work to staff, parents, the community, the local authority, and Ofsted
- Set and uphold high expectations for pupil attainment and behaviour, challenging underperformance with staff, parents, and pupils

### **Inclusion Lead – Leadership of Staff Professional Development**

- Ensure that staff professional development meets the needs of all learners, including: children who have EAL; children with SEND; vulnerable learner; children with medical needs
- Liaise with external professionals to lead staff professional development, where appropriate
- Lead inclusion-specific CPD and develop staff subject knowledge and skills
- Support teachers through mentoring, coaching, and team teaching where appropriate
- Support staff wellbeing and manage workload effectively

### **Inclusion Lead Resource Management**

- Support the Headteacher to manage the SEND budget and ensure resources are effectively allocated
- Evaluate the use and impact of learning resources on pupil engagement and outcomes

### **Additional Duties as Inclusion Lead**

- Support school safeguarding practices and be an active member of the Child Protection Team, as Deputy Designated Safeguarding Lead
- Work closely with parents, carers, and governors to promote the school's vision and work
- Lead or support whole-school assemblies and collective worship, reflecting the school's Christian foundation
- Support the Headteacher with the transition of new children into the school, particularly children with SEND
- Take leadership responsibility, including supporting other leaders with the day to day running of the site
- Carry out any other reasonable responsibility delegated by the Headteacher

### **Professional Expectations**

- Promote the school's Christian ethos, vision, and values
- Uphold the policies and practices of the school
- Be committed to personal and professional development
- Foster a positive climate for learning and professional growth
- Maintain high expectations of self and others