



JOB DESCRIPTION

NAME:

POST: **Teacher – Assistant Senco/Inclusion Lead**

GRADE: **TLR 2.2**

Relationships

The post holder is accountable to the Vice Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

To carry out effectively the duties of a teacher and to lead the strategic development of the Inclusion provision and policy in the academy.

Main duties & responsibilities

To carry out effectively the duties of a teacher and school leader as set out in the current School Teachers Pay and Conditions document and to meet the standards expected of a qualified teacher.

The Inclusion Lead would be expected to carry out the following duties, recognising that the list is only indicative and that there might be other, similar duties which might be required to carry out.

- To lead the strategic development of Inclusion provision and policy in the academy.
- To ensure a consistent whole academy approach to achieving high standards through the high-quality delivery of Inclusion support by all staff, promoting outstanding outcomes for students with SEND, including academic progress and other progression indicators.
- To be responsible for the day-to-day operation of the Inclusion policy and co-ordination of specific provision to support individual students with SEND, ensuring all legal requirements are met.

- To maintain and promote the academy's pursuit of excellence in all professional practice.
- To fully implement all academy policies and procedures and contribute to the development of Inclusion and SEND policies.
- To provide high quality leadership and management commensurate with the needs of the academy.
- To be accountable to the Principal for ensuring the educational success of the academy within the overall framework of the Academy's Improvement Plan (AIP).

To create a culture of constant improvement within a collaborative professional learning environment.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the 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. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.

This post is exempt from the Rehabilitation of Offenders Act 1974.