



JOB DESCRIPTION:

Deputy Head (Inclusion Lead)

Responsible to: Headteacher

Purpose of the job:

- To support the vision, ethos and policies of Cottenham Primary School (CPS) for all pupils, regardless of background, ethnicity, gender or disability.
- To assist with the school's strategic leadership and operational management to promote, direct and oversee high standards of teaching and learning, pupil achievement and progression for those pupils deemed to be vulnerable (including those with special educational needs and disabilities (SEND)).
- To lead, manage and develop the school's Inclusion Team.
- To be accountable for the standards of teaching and learning for those children who are deemed to be vulnerable.
- To ensure that the school complies with all aspects of the SEND Code of Practice.
- To work closely with SLT colleagues to design and deliver a Pupil Premium Strategy that effectively tackles any identified barriers disadvantaged children face.
- To ensure that staff and governor awareness of SEND issues is maintained, and that staff are effectively trained to meet the needs of all children.
- To be an active member of the school's Senior Leadership Team, ensuring full loyalty at all times.
- To be one of the school's Deputy Designated Safeguarding Leads.
- To be the school's Designated Teacher for Looked After Children.
- To be the school's Designated lead for Mental Health.

In the context of this Job Description, vulnerable pupils are deemed to include:

- Pupils on the school's SEND Register (including those with EHCPs)
- Pupils with identified specific learning difficulties
- Pupils with identified behavioural problems
- Looked-after children (LAC)
- Pupils who are supported by external professional agencies (including social care)
- Pupils who have English as an additional language (EAL)
- Pupils who are eligible for the Pupil Premium (disadvantaged pupils)
- Pupils belonging to ethnic minorities, including children from the Gypsy, Romany or Traveller (GRT) community and those with refugee status.
- Pupils who the Headteacher considers have previously received, for any reason, an inadequate or compromised education.

Responsibilities:

- Lead on pastoral care and inclusion across the school
- To implement the SEND Policy across the whole-school and support the staff in their professional development in relation to the implementation of the SEND Code of Practice
- To co-ordinate the effective deployment of resources and strategies to ensure pupils (including disadvantaged pupils) are best supported in meeting their needs
- Understand issues relating to the school budget, including the organisation, ordering and funding of resources
- To work alongside colleagues to ensure effective and efficient coordination with external agencies and teams in support of young people and their families
- To line manage members of staff in the Inclusion Team, TA Manager, 1:1 TAs and those funded by the Pupil Premium, in line with the school's Appraisal Policies
- To deputise for the Headteacher in their absence
- Support SLT colleagues to oversee the transition arrangements for the pupils at the end of the year or Key Stage
- To manage, maintain, monitor and review the SEND Register, taking a lead role in the identification, assessment and review of children with SEND, ensuring that the school policy and practice is compliant with the Code of Practice and LA guidelines
- To manage the day to day operation of the school's SEND policy and monitor its effectiveness; including liaising with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist pupils with specific needs
- To ensure records for all pupils with SEND are updated on a regular basis

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.



- Work with school leaders to set up, run and evaluate systems for identifying, assessing and reviewing the SEND provision across the school; including leading staff PD as appropriate
- To be the Senior Curriculum Lead for agreed subjects taught at the school
- Work alongside school leaders to collect and interpret specialist assessment data
- To liaise with the LA and relevant outside agencies over support for children with SEND, attending case conferences when required
- To co-ordinate the provision of support for children with SEND, ensuring that relevant budgets are managed appropriately, and resources are allocated and distributed effectively
- Contribute to staff professional development by providing induction, support and training for staff in relation to the SEND Policy
- To organise and coordinate arrangements for statutory testing and reporting stages (including assessments for extra time or modified access arrangements)
- To liaise with parents and carers (as well as other professionals, as appropriate) of SEND children regarding pupil progress; updates to the Annual Review; pupil assessment; or any concerns
- Provide guidance, direction and support for the Inclusion Coordinators (INCOs) and TA Manager
- Update the Headteacher and the governing body on the effectiveness of provision for pupils with SEND
- Attend SLT meetings and undertake agreed weekly duties (including Lunch Duty) in-line with the agreed rota.
- Carry out activities in-line with the school's programme of monitoring and evaluation
- Inspire and motivate all staff by demonstrating excellent practice in all areas of school life
- Ensure the pupil premium area of the website is regularly updated and is inline with statutory requirements.
- Support the School Business Manager in managing the operational duties of the Midday Supervisors
- Work closely with the Headteacher and the rest of the SLT to monitor the impact of the *CPS Pupil Premium Strategy Statement*, and ensure publication on the website
- Report back to the Headteacher and Governing Body on funding allocations and financial reports for disadvantaged pupils.
- Support the staff across the school, so that inclusion, pastoral care and behaviour for learning throughout are as effective as possible.
- Contribute to the recruitment, selection, appointment and professional development of teachers and support staff
- Contribute to ensuring the school site is a supportive, safe and inclusive environment for the whole school community
- Ensure effective liaison with professional agencies and colleagues from a range of relevant external organisations – and support school colleagues in their dealings with these professionals
- Work closely with the Headteacher and SLT colleagues to implement the *CPS Behaviour Policy*, including meeting with parents and carers for re-integration meetings following a Fixed-Term Exclusion.
- Monitor and evaluate the quality of behaviour management and achievement of pupils in order to set and meet challenging targets for improvement.
- Develop effective parental engagement.
- Support and promote the wider life of the school – including its role in the community.
- Undertake any reasonable professional task as directed by the Headteacher.

This job description is in addition to that of the class teacher and should be read in the context of the most recent School Teachers' Pay and Conditions document.

This job description will be reviewed annually, and updated as necessary. Amendments can be made at any time in consultation with the post holder.

Post holder:

Headteacher:

Date: _____