

**POST: Head of Inclusion Department (SENDCO): 0.4 (2 days a week)**

**Leadership Point: L6-10**

### **WHAT IS THE PURPOSE OF THE JOB?**

- This is an exciting opportunity for a job share, 2 days a week to work closely with our SLT, SENDCO and other key stakeholders in ensuring the best provision for students at Worthing High School who have SEND and who attend our SSC (Social Communication Needs)
- Leadership of the school's Special Educational Needs & Disabilities (SEND) practice and oversight of the day-to-day operation of that policy with the aim of raising SEND pupil achievement. By doing so this will ensure the Inclusion Department will continue to offer provision that meets the needs of SSC and SEND students within Worthing High School.
- Please note that SEND is defined as students with learning difficulties, disabilities or other barriers to learning and those in other vulnerable groups.
- The Head of Inclusion (SENDCO) will also be the Teacher in Charge (also shared) for the Special Support Centre, which has a designation of Social Communication Needs (SCN).
- The SENDCO will provide strategic and operational SEND leadership for all SEND students, ensuring that provision is in place to improve progress for all SEND students. Worthing High School is an inclusive school and is committed to every student. This role will involve the ability to analysis and interpret relevant data for the school in comparison with both local and national schools.

### **LEADERSHIP AND MANAGEMENT**

- Line manage teachers, HLTA's and LSA's within the Inclusion Department.
- Arrange cover for staff absence within the Inclusion Department.
- Strategic and operational oversight of interventions, Inclusion teaching and SEND development within the Inclusion Department and whole school
- Strategic oversight of Annual Reviews, ILP's and provision maps.
- Work with the senior leadership team to support the strategic development of SEND across the school, including providing advice, support and guidance to all staff.
- Strategically lead the school's SEND team to provide the most effective provision and statutory assessment for all our students.
- To develop the offer of the Inclusion Department to ensure that we can continue to offer provision that meets the needs of Worthing High School Students.
- To raise the standards of achievement for all students with SEND.

- Monitor and evaluate the effectiveness of the SEND provision within the Inclusion Department; providing regular information to the senior leadership team.
- Keep up to date with knowledge of national and local initiatives and how this might impact upon policy and practice.
- Undertake professional development activities to increase your own effectiveness.
- Liaise with external agencies to maximise resources that are available to our SEND students.
- Provide professional guidance to all staff to ensure that adaptive teaching enables student access to learning.
- Provide INSET and regular training for all staff on SEND matters including updates.
- Be a member of the Extended Leadership Team and be part of the “First Call” and Internal Exclusion rota.

### **TEACHING AND LEARNING**

- Monitor, and develop the teaching and learning and interventions within the Inclusion department.
- In conjunction with the other SENDCO and senior leadership team, monitor teaching and learning, including planning and work scrutiny to ensure they meet the needs of children with SEND.
- Model outstanding inclusive teaching to all colleagues as appropriate.
- Evaluate the impact of inclusive teaching to allow all colleagues to improve their practice.
- Co-ordinate and run ‘Team Around the Child’ meetings as appropriate.
- In conjunction with the other SENDCO and senior leadership team; Provide subject leader support to make the curriculum accessible.

### **EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

- Contribute to the Strategic Development Plan for Inclusion and SEND practice on a regular basis.
- Contribute to the SEF and Inclusion Framework for Inclusive practice for the department, whole school and SSC.
- Provide advice on setting targets for raising attainment for SEND students.
- Advise the SLT of priorities for deployment of staff, and utilise resources with maximum efficiency.
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of the school and SEND policies.
- Work with external agencies to maximise resources made available.
- Effectively deploy all LSAs and HLTAs across the school and monitor the effectiveness of their provision.

### **OTHER PROFESSIONAL REQUIREMENTS**

- Coordinate all Annual Reviews and reviews of Individual Learning Plans and/or PSPs or CAF’s where appropriate. Where applicable to attend and/or chair the meetings.
- Attend locality SENCO meetings and form part of the SENCO network.
- To attend SSC Teacher in Charge meetings as appropriate.
- Oversee transition points for students with SEND.
- Ensure the effective use of provision maps.
- Coordinate/attend Year 6 Annual Reviews for primary students with EHCP’s to help facilitate continuity and progression through the development of a transition programme.

- Liaise with Year 5 students and their parents/carers who require advice about the provision at the school.
- Support the DSL as a named safeguarding lead.
- Act as a Designated Support Teacher for children we care for and complete PEP's as necessary, reporting any issues to the Designated teacher for CWCF.
- Manage resources and budgets to maximise student provision and staff effectiveness

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.

January 2025