

POST TITLE: Head of Inclusion	GRADE: L1 – L4
RESPONSIBLE TO: Headteacher	

Responsible for: Teaching Assistants

Purpose of role: To lead, manage, develop and maintain high quality inclusion, including SEND and Pupil Premium (PP) provisions across the school, enabling quality teaching, excellent learning outcomes and success for all pupils.

To lead and manage the opening (scheduled for Jan 2027), and subsequent running of an Inclusion hub

To lead, manage and develop Teaching Assistants

Main Accountabilities:

Whole School Organisation, Strategy and Development:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Support all staff in understanding the needs of SEND and PP pupils.
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school improvement plan.
- Regularly monitor progress against targets for pupils with SEND and PP from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use to inform future improvements.
- Analyse and interpret relevant school, local and national information relating to pupils with SEND and PP and support the Headteacher with resource / staffing planning to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND and PP.
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately as well as encouraging them to participate in the life of the school wherever possible.
- Ensure that pupils with SEND and PP are enabled to share their views and that these are acted upon appropriately.
- Play a full and active part in the life of the school community.

Teaching and Learning:

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND and PP.
- Collect and interpret specialist assessment data on SEND and PP to inform practice.
- Work with pupils, class teachers and Senior Leadership Team (SLT) to ensure realistic and challenging expectations of pupils with SEND and PP.

- Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND and PP.

Management of Staff and Resources:

- Build constructive working relationships and create opportunities for the SENCO, teaching assistants and other teachers to review the needs, progress and targets of pupils with SEND and PP.
- Provide regular information on the effectiveness of SEND and PP provision and outcomes.
- Advise and contribute to all aspects of SEND and PP training to ensure the professional development of all staff.
- Identify appropriate resources to promote and support the achievements of SEND and PP children and ensure they are used efficiently, effectively and safely.
- Oversee and monitor appropriate budget allocations in liaison with the Headteacher and Finance Business Partner.

Professional Development :

- Participate in the arrangements for the Personal Development Cycle and review of your own performance and, where appropriate, that of other teachers and support colleagues.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support colleagues including induction.
- Complete all mandatory training as required by the school or the Trust.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children

and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	Essential (E) or Desirable (D)
Education/Qualifications	
Qualified teacher status or other relevant qualification	E
Degree or equivalent qualification	E
SENCO qualification	E
Evidence of continuous professional development relevant to the post	E
Experience	
Proven record of successful experience in SEND provision	E
Record of excellent class teaching with experience across all phases in the primary range	E
Experience of managing / leading and developing a team	D
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	E
Role model best practice for inclusion	E
To be proactive and drive collaboration, fostering and valuing teamwork and the contributions of others	E
Demonstrable commitment to Inclusive education	E
Skills	
Proven ability to engage and inspire pupils, staff, parents, carers and the wider community	E
Highly effective communication skills, both oral and written to a full range of audiences within the school and wider community	E
Proven ability to make and implement difficult decisions	D
Proven ability to analyse, interpret and explain relevant data and evidence.	E
Well developed coaching and mentoring skills	E
Ability to delegate effectively and productively	E
Attributes	
Ability to keep calm under pressure and meet deadlines	E
Resilient, reliable	E
Act with integrity, compassion and humility at all times	E
Other	
Ability to work outside of normal working hours if required	E