



HARVEY ROAD PRIMARY SCHOOL

Be happy, Show respect, Seek success

Inclusion Leader Job Description

Salary range: UPS + SEN allowance (pro-rata)

Contract type: Permanent

Reporting to: Headteacher

Main purpose

The Inclusion Lead will:

Develop, manage and lead the implementation of inclusive educational practice throughout Harvey Road Primary School ensuring high quality provision for all pupils.

Furthermore:

- Lead, manage and oversee the day-to-day operation of the schools' SEND policy and oversee the school's inclusive provision
- Ensure there is a strategic overview of provision for Special Educational Needs (SEN), English as an Additional Language (EAL) British minority Ethnic Pupils (BME), pupils entitled to Pupil Premium Grant (PPG), Looked After and Post Looked After pupils (LAC/PLAC) and Young Carers.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD) and meet the expectations set out in the Teacher's Standards
- Contribute to the achievement of whole school aims and improvement and the effective implementation of school policies and practices.
- Fulfil duties reasonably directed by the Headteacher

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities

Leadership

- Encourage and support all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND, liaising with and advising teachers on SEND, and co-ordinating provision.
- Take a leading role in organising and/or leading and delivering high quality CPD opportunities for learning support staff and teachers to learn about inclusion and disseminate good practice in inclusion across the school.

- Identify resources needed to meet the needs of individual pupils; advise the leadership team of priorities for expenditure.
- Attend Senior Leadership Team meetings
- Develop links with other professionals, agencies, governors and neighbouring schools.
- Establish and implement clear policies and practices regarding inclusion and SEND.
- To ensure that the scheme of work and modes of teaching and learning, support the school's implementation of all current statutory requirements, e.g., Equality Act, Equal Opportunities.
- Contribute to the revision of the School Self-Evaluation Form (SEF); and School Development plan (SDP) ensuring areas of responsibility have accurate data and information.
- Report to the School Governors about relevant plans and policies, as well as the success in meeting objectives and targets, and teaching and learning related professional development issues.
- Carry out an audit of SEN provision through the year to deliver the curriculum, to provide a full picture of the teaching, learning and inclusive provision across the school
- Undertake, coordinate and deliver any necessary professional development, as identified in the School Development Plan, taking full advantage of any relevant training and development available.
- Co-ordinate the work of, line manage and support Learning Support Assistants throughout the school as agreed with Headteacher

Teaching & Learning (including assessment):

- Encourage good working practices and provide leadership, direction and support to both teaching and support staff across the school
- Support teachers and learning support staff in the identification of the most effective teaching approaches for pupils with any additional needs
- Monitor teaching and learning to ensure the needs of pupils with additional needs are being met
- Manage and facilitate the induction process of new members of staff from a SEND perspective.
- Set targets for raising achievement among pupils with SEN and other additional needs, attending pupil progress meetings/pastoral meetings and supporting teachers with provision mapping and APDR delivery.
- Evaluate achievement, attainment and pupils progress data for pupils with additional needs and provide reports to the senior leadership team and governors as required and then use the information to plan next steps such as co-ordinating interventions.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils with SEND for examinations.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/ or pupil development to secure coordinated outcomes.

- Make a significant contribution to the schools' leadership tasks as a member of the senior management team

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

- Establish effective communication with parents involving them in their child's education, as well as their child's progress and targets for improvement.
- Support class teachers to keep parents and carers informed about their child's progress
- Provide parents with statutory information regarding SEND
- Collaborate and work with colleagues and other relevant professionals within and beyond the school to ensure appropriate advice is available to support good teaching and learning
- Lead and/or take part in meetings with other professionals where appropriate.
- Develop effective professional relationships with colleagues.
- Oversee all aspects of the key-stage organisation and management including the preparation and chairing of meetings relating to SEND
- Ensure the effective transition of pupils with SEND each year, both internally and externally, to ensure continuity and progression

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.