

Inclusion Lead

L1 – L5

JOB DESCRIPTION

JOB PURPOSE: Reporting to the Executive Headteacher and Heads of School, the post holder will provide leadership support to the heads of school, playing a leading role in upholding the values and ethos of the school. The post holder will be an integral part of the school's leadership team focusing on the key areas of SEND and Safeguarding. As Inclusion Lead, you will be one of the school's safeguarding leads and be responsible for supporting the day to day implementation of the school's Safeguarding and Child Protection Policies. You will also take a lead on the pastoral support for our children, to include development of support mechanisms for children with social, emotional and mental health concerns. You will provide leadership in these areas, across the school, and be responsible for the day to day operation of the school's SEND policy and the Code of Practice. In addition, the post holder will take a lead on pastoral care.

RESPONSIBLE TO: The Executive Headteacher and Head of School.

Key Responsibilities

- To assist the Executive Head and Head of School in the day to day operational responsibilities.
- To lead and develop practice to ensure that the wellbeing of every child is at the centre of everything we do.
- To lead on all child welfare and child protection issues.
- To ensure that all children with special educational needs and/or disabilities progress academically, socially and emotionally.
- To lead, manage and inspire staff to promote outstanding outcomes for children with special educational or safeguarding needs.
- Line management responsibilities to be confirmed.

Key Accountabilities

Safeguarding and Pastoral Lead

- Undertake the role of Deputy Designated Safeguarding Lead.
- Assist with the day to day implementation of the school's Child Protection Policy and Safeguarding guidance.
- Ensure relevant policies are up to date, available and compliant with current legislation.
- Manage the school's internal safeguarding systems and the online Tootoot system for reporting safeguarding concerns and promoting an 'it can happen here' culture amongst all staff.
- Ensure that accurate, up to date safeguarding records are kept and managed in accordance with the school's statutory obligations and policies.
- Represent, or organise representation, at external meetings and events including Child in Need and Child Protection Conferences.
- Lead on the support for Looked After children.
- Lead on the support for Pupil Premium children.
- Oversee the school safety and emergency procedures including fire and lockdown.
- Liaise with external agencies and services such as the police, CAMHS and the LA as necessary, attending relevant meetings and updates.
- Hold other staff to account for following the school's safeguarding procedures.
- Lead on the delivery and organisation of staff and pupil training as appropriate.
- Provide support, advice and expertise about safety, safeguarding and referrals.
- Oversight of prevent duty and radicalisation and provide regular staff updates.
- Working alongside the Federation's professionals' team to lead fortnightly safeguarding meetings and be available in person to discuss safeguarding concerns.

Lead SEND Provision

- Provide strategic direction for SEND provision and ensure that the school's statutory obligations in relation to SEND are met.
- Oversee the day to day operation of the school's SEND policy and the Code of Practice.
- Co-ordinate provision for students with SEND, including co-ordinating the identification and assessment of need for all new pupils and for referrals from staff or parents.
- Monitor and evaluate the impact of teaching and learning on the progress made by children with SEND.
- Analyse data and conduct observations and interviews to provide targeted interventions, monitoring impact and ensuring appropriate use of the school's resources.
- Collect and interpret specialist assessment data gathered on pupils and use this to inform future practice.
- Oversee the records of all children with SEND and ensure that these are shared appropriately and effectively with all relevant staff.
- Oversee and monitor the quality of provision for children with SEND.
- Influence the Federation's approach to teaching and learning to ensure that it promotes inclusion.
- Liaise with parents of children with SEND, on a regular basis – both informally and formally.
- Liaise with external agencies, including LA support services and provide detailed information on pupil progress.
- Prepare termly reports for the Executive Headteacher and Governing Body.
- Oversee and be responsible for the SEND budget.

Lead, Motivate and Develop Staff

- Lead the team of SEND support staff and the school's Safeguarding Professionals Team.
- Ensure that SEND support staff are effectively deployed to best meet children's needs.
- Identify the training needs of SEND support staff and ensure that these are met.
- Identify the training needs of the whole staff, in relation to safeguarding and SEND and organise INSET and CPD accordingly.
- Undertake the appraisal of SEND support staff as set out in the school's performance management policy.
- Provide professional support and advice for staff, including disseminating strategies that support staff working with children with SEND.
- Inspire and enthuse colleagues.
- Participate in the recruitment and development of support staff.