

NORTH HEATH COMMUNITY PRIMARY SCHOOL
INCLUSION LEAD JOB PROFILE



Position:	Inclusion Lead (0.8 or Full Time to suit candidate)
Salary:	Mainscale/UPS (depending on experience) + SEN Allowance
School:	North Heath Community Primary School Erica Way, Horsham RH12 5XL
LEA	West Sussex

JOB PURPOSE

The Inclusion Lead, as a member of the Senior Leadership Team and under the direction of the Headteacher, will:

- Determine the strategic development of special educational needs and disability (SEND) policy and provision in the school
- Determine the strategic direction of Pupil Premium, disadvantaged pupils and other minority group provision in the school
- Fulfil the role of Deputy Designated Safeguarding Lead including any liaison with external agencies linked to this role
- Fulfil the role of Mental Health First Aider for North Heath
- Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability ensuring provision of professional guidance to colleagues and working closely with staff, parents and other agencies
- Share in the corporate responsibility for the development, well-being and discipline of all pupils.
- When necessary, carry out the duties of a teacher as set out in paragraphs of the current School Teachers Pay/Condition document

While the Inclusion Lead will have responsibility for the oversight of provision for pupils with SEND, class teachers will hold responsibility for the day-to-day education and support of pupils within their classroom.

North Heath Community Primary School is developing rapidly through self-review following the relatively recent appointment of new leadership – join us at this exciting point in our journey. We pride ourselves in being:

- led by our school values of kindness, creativity and courage
- a child-centred school where pupils behave well and feel valued, happy and safe
- a strong, positive forward-thinking team where staff contributions and innovation are appreciated
- welcoming to our school community and promoting of inclusivity and diversity
- keen to offer opportunities for professional development

North Heath CP School is committed to safeguarding and promoting the welfare of children and expects staff to share this commitment. All candidates will need to provide their DBS certificate to attend interviews and an enhanced DBS disclosure will be required for the successful applicant.

Visits to the school are actively encouraged.

For further information, please telephone: Mrs Nicky Chesshire, Headteacher (01403 254790)

Closing date: **Wednesday 15th April 2026**

Interview dates: Either **Wednesday 22nd April** or **Thursday 23rd April** (dependent upon number of applicants)

Be Kind, Be Creative, Be Courageous

Duties and Responsibilities

Determine the strategic development of special educational needs and disability (SEND) policy and provision in the school

- Maintain a strategic overview of provision for pupils with SEND across the school, monitoring and reviewing the quality of provision and ensuring data supports identified next steps
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Make sure the SEND policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Take responsibility for effective use of SEND funding
- Adhere to the policies and codes of practice as required by the Governing Body, LEA & DFE
- Liaison with governors, LEA and outside agencies to ensure all stakeholders are informed of the strategic development of provision for SEND pupils (including termly reports to governors)
- Ensure website is kept updated in-line with the DFE's website compliance associated with SEND, including the Local Offer

Determine the strategic direction of Pupil Premium, disadvantaged pupils and other minority group provision in the school

- Maintain a strategic overview of provision for disadvantaged pupils (including Pupil Premium and other minority groups) across the school
- Monitor and review the progress and outcomes for these pupils and ensure data supports identified next steps
- Contribute to school self-evaluation, particularly with respect to all minority groups
- Make sure the Pupil Premium Policy is put into practice and its objectives are reflected in the school development plan (SDP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Take responsibility for effective use of Pupil Premium funding and any other grants available
- Liaison with governors, LEA and outside agencies to ensure all stakeholders are informed of the strategic development of provision for these pupils (including termly reports to governors)
- Ensure Pupil Premium Strategy and reports are updated for the school website
- Fulfil the role of Designated Teacher for Looked After Children (LAC) including attendance at PEPs and liaison with external agencies as required

Fulfil the role of Deputy Designated Safeguarding Lead including any liaison with external agencies linked to this role

- Deputise for the DSL in any circumstances where they are unable to attend or where the Inclusion Lead position provides greater insight to a pupil's situation and needs
- Maintain liaison with external agencies, through phone calls, emails, attendance of meetings etc
- Together with DSL, co-ordinate attendance at meetings and preparation of necessary data and information
- Together with DSL, maintain a up-to-date picture of safeguarding needs across the school
- Undertake regular monitoring of Safeguarding across the school
- Take responsibility for ensuring DSL training is kept updated and there is consistent awareness of national and local initiatives that may affect the school's policy and practice
- Maintain electronic records and oversee the use of CPOMs by all teaching staff

Fulfil the role of Mental Health First Aider for North Heath

- Maintain a strategic overview of school's provision for mental health, ensuring a raised profile of these needs amongst staff, pupils and parents such that needs are quickly identified and supported
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND
- Ensure training is up-to-date
- Maintain an overview of mental health needs across the school
- Be present within the school community and provide signposting for staff, pupils and our community to appropriate services to support mental health needs

Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEN or a disability ensuring provision of professional guidance to colleagues and working closely with staff, parents and other agencies

- Ensure SEND policy is reviewed and updated in line with agreed schedules
- Identify pupils' SEN needs (in collaboration with teaching staff and other agencies where appropriate)
- Refer pupils to appropriate external agencies and services
- Co-ordinate pupils' provision to meet their individual needs and monitor its effectiveness, including advising on appropriate interventions
- Promote a culture that supports the school's ethos for inclusion and promotes good outcomes for pupils with SEND
- Maintain up-to-date records for all pupils on the SEND register (including provision map/s)
- Meet, support, guide and liaise with parents and carers of children on the SEND register
- Organise and quality assure the production, review and distribution of effective ILPs that reflect pupils' needs and parent/carer and pupil voice
- Undertake statutory reviews of EHCPs and submit EHCNAs as necessary
- Liaison with other schools for pupil transfers, into or out of, North Heath
- Promote the inclusion of pupils with SEND in the school community and access to the curriculum, facilities and extra-curricular activities
- Provide training for staff as required
- Support staff in their use and awareness of OAIP (Ordinarily Available Inclusive Practice) and the graduated approach
- Sharing the school's procedural information, including the SEN policy

Senior Leadership Team

- Line manage Teaching Assistants and other support staff within school
- Be involved as part of the SLT assembly rota
- Encourage staff in their professional duties and to set a good example
- Be responsible and share in the welfare of students in the school
- Monitor the feelings of the staff, communicating any problems, in SLT role
- Hold minuted meetings for Teaching Assistants at least once each half term
- Adhere to the agreed SLT Terms of Reference
- Act as a leader in Appraisal
- Attend SLT Meetings and others as deemed necessary by the Headteacher, including SIP visits and other professional reviews