



JOB DESCRIPTION



Post: Inclusion Lead

Pay Scale: L1 – L5 (Outer London Pay Scale)

Responsible to: Head Teacher

Main Purpose:

The Inclusion Lead, under the directions of the Head Teacher, will:

- Determine the strategic development of Special Educational Needs and Disability (SEND) policy and provision in the school
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies
- Lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
- Co-ordinate the SEND team in school to identify pupils needs and provide appropriate support within the context of the "Assess, Plan, Do, Review" cycle
- Serve as a member of the school's Senior Leadership Team
- Serve as Teacher with Responsibility for Looked After Children (LAC) and Post LAC children within the school

Strategic Direction and Development of SEND Provision

The Inclusion Lead will:

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Support all staff to understand the needs of SEND pupils and to recognise and fulfil their statutory responsibilities to pupils with SEND
- To provide training opportunities for teachers and support staff to develop Inclusion across the school, including whole school Inset
- Work with the Head Teacher and Local Governing Body on the strategic development of SEND and Inclusion, including reviewing policies and contributing to the school SEF and Improvement Plan.
- Lead and manage the team of SEND Support Staff, including their annual appraisal
- Be involved in the appointment of Teaching Assistants and Support Staff
- Attend appropriate training and forums to keep abreast of national and local government in SEND and inform staff and governors as necessary
- Support Pupil Progress Meetings in school to advise on appropriate support for pupils across the school

Operation of the SEND policy and co-ordination of provision for SEND

- Maintain accurate SEND register and monitor records of interventions across EYFS, KS1 and KS2
- Provide guidance to colleagues on teaching pupils with SEND and advise on the graduated approach to SEND support.
- Be aware of the provision in the Local Offer
- Review and update the school's SEND Information Report and Accessibility Plan to adhere to statutory requirements
- Be a key point of contact for external agencies and make new referrals, as appropriate, for pupils with SEND

- Prepare applications for EHCP's and Annual Reviews, ensuring parental views and the child's voice is at the heart of the process
- Communicate regularly with parents and carers.

Teaching and Learning

- Identify and adopt the most effective teaching approaches for children with SEND
- Monitor teaching and learning activities to meet the needs of children with SEND across the school
- Liaise with other schools to ensure continuity of support and provision at periods of transition between schools
- Promote pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Ensure the most effective use of school resources, including people resources, to support pupils with SEND
- Work with pupils, support staff, class teachers and senior leaders to ensure realistic, challenging expectations for pupils with SEND.

Additional responsibilities and general requirements

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Head Teacher
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing any form of discrimination
- Participate in the smooth running of the school by
 - Being punctual
 - Minimising personal absence
 - Ensuring safe maintenance of communal area
 - Completing paperwork as necessary
 - Reading all school policies necessary
 - Adhering to the school's conduct policy and dress code

Safeguarding

- Demonstrate commitment to safeguarding and promote the welfare of all pupils
- Develop, contribute and maintain good relationships and behaviour that contributes to the safety of pupils and secures good teaching, effective learning and high standards of achievement.

The post holder is expected to undertake all duties in a professional and efficient manner, contributing to the overall ethos/work/aims of the school.

Job Holder's signature: Date:

Line Manager's signature: Date:



RAGLAN PRIMARY SCHOOL PERSON SPECIFICATION

INCLUSION LEAD

	<u>Criteria</u>	<u>Essential/ Desirable</u>
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree • Recent participation in a range of relevant CPD 	E E D
Experience	<ul style="list-style-type: none"> • Evidence of the effective use of assessment and analysis in raising standards • Working with parents/community • Evidence of promoting pupils' spiritual, moral, social and cultural development • Understanding of monitoring, evaluation and assessment • Evidence of taking a lead role in working with children SEND • Evidence of leading a small team • Working with other professionals such as specialist teachers and Educational Psychologists 	E E E E D E E
Professional Knowledge	<ul style="list-style-type: none"> • High standards, including acting as a role model to staff and students • Demonstrates a good understanding of the national curriculum • Demonstrate good knowledge and understanding of the principles of effective personalised learning, teaching and assessment • Understand the process of planning and preparation of children's learning • Knowledge of current developments in primary education, national policies, priorities and legislation 	E E D E E
Professional Skills and Attributes	<ul style="list-style-type: none"> • Sustained excellent classroom practitioner • Set high expectations and standards and provide a role model for pupils and staff • Ability to build and maintain effective relationships, including parents • Communicate effectively orally and in writing, including ICT • Listen to and reflect on feedback 	E E E E E

	<ul style="list-style-type: none"> • Show evidence of development of a team approach to education • Set and achieve smart, challenging and realistic goals • Prioritise, plan, organise and manage time effectively themselves and of others • Think creatively to anticipate and solve problems • Seek advice and support when necessary • Have a sound knowledge of processes for ensuring pupils' safety, welfare and well-being • Demonstrate the ability to lead a team • Develop a growth mind-set attitude to learning new skills and improving one's practice • Experience of leading training 	D E E E E E E E E E
Philosophy and Attitude	<ul style="list-style-type: none"> • Have a clear educational philosophy • Demonstrate personal enthusiasm and commitment to outstanding teaching • Committed to raising standards and raising the achievement of pupils and colleagues • Know and practice a commitment to equality, diversity and inclusion • Have a clear understanding of the pastoral needs of pupils from a variety of social and cultural backgrounds • Take responsibility for one's own professional development • Foster an open, honest, fair and equitable culture • Be forward thinking and creative • Commitment to and understanding of issues related to safeguarding 	E E E E E E E E E E
Confidential References and Reports	<ul style="list-style-type: none"> • Professional references should provide a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above • Positive recommendation from current employer • Good punctuality record 	E E E