



## Inclusion Lead Job Description

POST TITLE: Inclusion Lead	
REPORTING TO: Head Teacher	GRADE: MPS / UPS + TLR
RESPONSIBLE FOR: Inclusion team LSAs	CONTRACT: 0.6 FTE, PERMANENT

### OVERALL PURPOSE OF THE POST

The Inclusion Lead is a senior position with the school's structure and is therefore part of the Senior Leadership Team, as well as a Deputy Designated Safeguarding Lead.

The Inclusion Lead is responsible for the successful implementation of the school's inclusion offer in order to secure high quality teaching for all and bring about improved standards of achievement and attainment for pupils from identified vulnerable groups.

The Inclusion Lead has strategic and operational overview of:

- pupils with Special Educational Needs and/or Disabilities (SEND)
- pupils who are eligible for Pupil Premium (PP), including Early Years Pupil Premium and Pupil Premium Plus
- pupils with English as an additional language (EAL)
- pupils who are looked after (LAC) or have been previously looked after (PLAC)
- pupils from different ethnic groups whose equality of opportunity needs to be assured
- pupils requiring early intervention or who have needs causing concern

### MAIN DUTIES AND RESPONSIBILITIES

#### Leadership

To support the vision and ethos of the school and ensure that all school policies with regard to provision for vulnerable learners are implemented consistently across the school

To ensure all vulnerable learners have access to a broad, balanced and relevant curriculum, irrespective of background, ethnicity, gender or disability

To collaborate within the Senior Leadership team to determine, organise and implement the key priorities for school development relating to the provision for, and achievement of, vulnerable groups

To ensure that all statutory requirements are met and statutory assessments are carried out in a timely manner

To have clear criteria for the identification of SEN which clearly differentiates pupils with SEN from pupils who may be underachieving but who do not have a special educational need

To ensure that there is an informative and current provision map for vulnerable learners in the school which cross references additional provision they are receiving with the outcomes for these learners

To maintain a register of all looked after children on roll to include dates of individual statutory reviews

To effectively manage the inclusion budget in order to progress agreed team and school priorities, maximise attainment and ensure value for money

To regularly report to the head teacher and governing body on the effectiveness of provision for, and achievement of vulnerable learners, including the impact of Pupil Premium

To take responsibility for own professional development and actively monitor, respond to and disseminate developments and initiatives at national, regional and local levels with regard to vulnerable learners

### **Teaching, Learning and Assessment**

To monitor, evaluate and lead on the development of the most effective teaching and learning strategies which raise standards for vulnerable learners across the school

To actively ensure that all looked after children have a completed, high quality Personal Education Plan (PEP) in place within time scales, which is regularly reviewed monitoring and updated

To support the admissions and induction process for newly arrived, vulnerable children and liaise with colleagues in other schools to ensure continuity of support and learning on transfer

To ensure that all pupil data relating to vulnerable learners is analysed for patterns of achievement and is utilised by all teachers to modify planning and personalise support

### **Staff Development**

To effectively induct, manage and deploy teaching and support staff to best meet vulnerable learners' needs

To lead, guide and support colleagues in the scaffolding the curriculum, teaching and learning styles and resources to meet the needs of vulnerable learners, including intervention programmes where necessary, through leading quality training and modelling

To assist teachers with the writing of SEND support plans for pupils accessing High Needs Block funding, including those pupils with Education Health and Care Plans

### **Partnership working**

To develop and maintain inter-agency, community and parental/carers links to ensure the achievement of vulnerable learners and ensure parent/carers and pupil views are considered and acted upon appropriately

To take liaison with other schools and participate in professional networks in order to identify and share best practice with regard to vulnerable learners

### **General**

Undertake the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document and as directed by the Head Teacher

Undertake any other professional duties as set down by the school and as directed by the Head Teacher