



# **Inclusion Lead Teacher- Job Description**

**Please read in conjunction with Classteacher job description (see appendix below)**

## **Key Leadership Expectations**

1. Ensure the highest standards of professional conduct and positive attitudes are modelled to staff, pupils and parents at all times.
2. Demonstrate public loyalty to all senior team decisions and act with integrity, ensuring confidentiality at all times.
3. Model an optimistic approach and challenge negative attitudes whenever you see/hear them in a constructive, assertive manner.
4. Ensure that the Headteacher is well briefed about any events, incidents, issues or opinions that may affect the smooth running of the school.
5. Promote high levels of confidence in the leadership of the school through the active marketing of its work to staff, parents, pupils and the wider community including the local authority and Ofsted.
6. Set very high expectations for pupil attainment and behaviour and challenge underperformance vigorously with staff, parents and pupils.
7. Develop own leadership capability through reading, courses, seeking feedback plus other methods, as appropriate.

## **Staff Professional Development**

1. Devise a whole staff annual training plan to ensure that all teaching support staff acquire the knowledge, skills and techniques to ensure that school improvement targets are met.
2. Research and co-ordinate external development opportunities for teaching support staff, as appropriate; co-ordinate application process and monitor participation and impact. Report to Headteacher and Governors each term.
3. Devise and co-ordinate in-house professional development programme for teaching assistants.

4. Maintain efficient records of support staff participation in professional development opportunities and their evaluation of these opportunities.

### **Inclusion**

1. Lead and monitor provision order to be aware of strengths and weaknesses, including multi-agency partnership working.

2. Carry out a half-termly review of inclusion, identifying strengths and weaknesses in leadership and agree short term action plan to address weaknesses.

3. Review lead teacher monitoring of standards & achievement for pupils with SEN and other vulnerable groups, each half-term and ensure interventions are evaluated based on impact on pupil progress.

4. Act as critical friend to class teachers to ensure efficient use of time and resources to secure good outcomes for vulnerable pupils.

5. Deploy TA support to maximise the impact on pupil progress.

6. Carry out the duties of Child Protection Designated Teacher.

7. Coordinate, monitor and evaluate provision for Looked After children and ensure all statutory responsibilities are met.

Any other reasonable responsibility delegated by the Headteacher.

## **Appendix- Classteacher - Main Purpose of Job and Principal Accountabilities**

### **(1) Liaison and Co-operation**

The teacher will work in liaison, contact and co-operation with:

- other members of staff
- members of Borough support and advisory services
- organisations and networks relevant to the teacher's specialism or subject
- parents, governors and the local community

### **(2) Policy and Legal Framework**

The teacher will work within the framework of Professional Standards for Teachers in England 2012 and the schools policies and guidelines on the curriculum and school organisation.

### **(3) Tasks and Duties**

#### **(i) Planning**

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class

#### **(ii) Setting and supervising work by pupils**

To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.

#### **(iii) Marking and recording**

To mark and assess pupils' work and to record their development, progress and attainment, both at school and elsewhere.

#### **(iv) Discipline and relationships**

To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.

#### **(v) Communication with parents**

To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

#### **(vi) The Classroom**

To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.

#### **(vii) Overall policy and review**

To take part in whole-school reviews of policy and aims, and in the revision or formulation of guidelines.

#### **(viii) Reports**

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

#### **(ix) Review**

To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

#### **(x) Professional development**

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the headteacher.

#### **(xi) Corporate life**

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

#### **(xii) Equality policies**

To help ensure that subject-matter and learning resources reflect Borough and school policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties listed in (i) – (xii) above.

**(xiii) Safeguarding**

To show commitment to the school's policies on safeguarding children.

This job description is subject to review on an annual basis.