



JOB DESCRIPTION

Job Title: Inclusion Lead

Reports to: Headteacher & Trust Safeguarding Lead

JOB PURPOSE

Responsibility for ensuring the effective delivery of interventions and support that enable all school children to thrive.

KEY RESPONSIBILITIES

Provision for pupils with Special Education Needs and Disabilities (SEND):

- In collaboration with the Headteacher and SENDCO, support the development of policy and provision to raise the achievement of children with special additional needs.
- Support the SENCO by collaborating with teachers, parents/carers, and other professionals to gather comprehensive evidence and develop robust recommendations, including EHCP applications.
- **Deputy Designated Safeguarding Lead**
- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- Work with class teachers, the Family Liaison Officer and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with a formal plan (Child protection or CiN or are LAC) -Report to the Executive Safeguarding

Early Help and Prevention:

- To lead the school's work to help children and their families that require extra support to fully engage with education and wider services.
- Proactive collaboration with teachers, parents/carers, and external agencies to create a holistic support networks around children and their families.
- Provide short term practical support, e.g. working with family to identify issues/barriers identifying and signposting to outside agencies.
- To work in partnership with other services regarding the support for children and their families, including CAHMS, Health Visitors and other medical services, Children Services and Social Services.
- Monitor and evaluate Early Help provision, ensuring timely and impactful intervention.

Pastoral Support

- To undertake initial analysis of children with SEMH needs, designing and monitoring interventions to support their learning.

Supporting Pupil Attendance

- Analyse attendance data to identify patterns and underlying causes of absence.
- Work with families and external agencies to address barriers to attendance and promote positive engagement.
- Monitor and evaluate the effectiveness of attendance interventions, making adjustments as needed.

Additional Responsibilities:

- Stay up-to-date on current legislation, policy and best practices in inclusion, SEND and safeguarding, including KCSiE.
- Support the delivery of and participate in professional development opportunities for staff on inclusion-related topics.
- Build strong relationships with parents/carers, fostering trust and open communication.
- Contribute to the development and implementation of the organisation's approach to inclusion.
- Provide strategic advice and guidance to leadership on matters relating to inclusion.

Qualifications and Skills:

- A relevant degree or equivalent qualification in education, social care, or a related field.

- Demonstrated experience working with children with SEND and/or promoting inclusion in education or other settings.
- To have an understanding and experience of the EHCP process and SEND legislation, including the SEND Code of Practice.
- To work as a reflective practitioner in order to identify issues and improve practice.
- Excellent communication, collaboration and interpersonal skills.
- Ability to build and maintain positive relationships with children, families and professionals.
- Proven leadership skills and experience in managing and motivating teams.
- Excellent analytical and problem-solving skills.
- Strong organisational and time management skills; an ability to prioritise and manage your own workload.
- Commitment to equal opportunities and inclusion.