



Job Description

Job Title	Inclusion Leader
Salary and grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
Line manager:	Headteacher, members of Senior Leadership Team (SLT) and the Governing Body of the school

Main purpose of the job:

The purpose of this role is to assist the Headteacher and Senior Leaders in managing the day-to-day running of the school, working alongside colleagues and Trust Leaders.

Key Accountabilities

Reporting to the Headteacher, this post holder will be accountable for:

Duties and responsibilities

- To lead on all aspects relating to inclusion, including The Designated Teacher for CLA, disadvantaged pupils, and EAL
- Specific responsibility of SENDCo.
- To support teachers and teaching assistants with the delivery of high-quality intervention so that all pupils' regardless of background, achieve well
- To work alongside an Assistant Headteacher, to oversee the provision for pupils in receipt of the Pupil Premium.
- To liaise and work alongside external agencies to enable the development of Inclusion
- The role will include overseeing provision planning, leading, monitoring and evaluating.
- To Safeguard children through the role of Deputy Designated Safeguarding Lead

Main purpose of the role

- To be an integral part of the Senior Leadership Team
- To represent the Academy at inclusion related meetings
- Work to ensure that high standards and the Academy aims are maintained and enhanced at every opportunity by all members of the school community
- By serving as a member of the Senior Leadership Team, the post holder will actively encourage good behaviour, self-discipline, and respect
- Consulting with and explaining decisions to staff
- Play an active role in the creation and review of documents and policies including the Academy Improvement Plan and Academy Insight for Development
- Be seen around the school, including lunchtimes, supporting colleagues and maintaining standards

Key Responsibilities

- Strategic management of all issues relating to the curriculum and assessment of pupils with SEND
- To maintain the standards and further raise levels of achievement across the school.
- All aspects of inclusion planning and review.

- Chair Inclusion meetings.
- Oversight of all external agencies relating to inclusive practice.
- Monitoring, in conjunction with other members of the Senior Leadership Team, the quality of teaching for SEND pupils
- Keep the Headteacher regularly advised on Inclusive developments and the legal requirements pertaining to the provision offered.
- The development of, and updating of, our Local SEND offer and relevant policies
- Provide on-going, holistic social/emotional /mental health support to children, parents and staff as Senior Mental Health Lead
- To actively support school activities, such as staff training, parents' evenings, staff meetings, governor meetings, and Trust meetings, which may require some out-of-hours availability.
- Support the smooth transition, at any stage, of children with SEND and vulnerable pupils.
- Ensure that pupil files are transferred to the receiving school in a timely manner.
- Development of appropriate community links.
- Engage fully with parents to maintain a positive home school link e.g., through coffee mornings, information sessions and workshops.

Support for the curriculum

- Support learning by arranging/providing resources for lessons/activities in support of the teacher
- Evaluate and undertake local and national research informed programmes feeding back to teachers and Senior Leadership Team

Culture

- Responsible for working in accordance with Health and Safety, security and welfare of self and colleagues
- Responsible for working in accordance with Academy and Trust policies relating to the promotion of Equality, Diversity and Inclusivity
- Undertake any other duties appropriate to the grade of the post as requested by your Line Manager
- Embody the values and behaviours of the Trust

Additional Duties

- This job description is not necessarily a comprehensive definition of the post, therefore you may be required to undertake any duties that the Headteacher may reasonably ask.
- Fulfil the responsibilities of a teacher, as set out in the STPCD



Person Specification

Job title: Inclusion Leader

<i>Criteria</i>	<i>Qualities</i>	<i>Essential/ Desirable</i>
Qualifications and experience	<i>Degree</i>	<i>E</i>
	<i>Qualified teacher Status with at least 4 years' experience as a class teacher with secure judgements of good and outstanding teaching across a range of ages and abilities</i>	<i>E</i>
	<i>Evidence of suitable continuous professional development</i>	<i>E</i>
	<i>National Qualification for SEN coordination</i>	<i>D</i>
	<i>Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the School's resources and the individual child</i>	<i>D</i>
	<i>Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services</i>	<i>E</i>
	<i>Experience of school development, planning, and self-evaluation</i>	<i>D</i>
	<i>Knowledge of relevant legislation - in particular of the SEN Code of Practice, equal opportunities and disability discrimination legislation and how these apply to SEND pupils</i>	<i>E</i>
Management and Leadership	<i>Highly organised, efficient, effective, meets deadlines under pressure</i>	<i>E</i>
	<i>Ability to lead, develop and manage initiatives</i>	<i>E</i>
	<i>Ability to communicate effectively with pupils, staff and parents/carers, Trust Leaders, Governors, outside agencies (written and verbal)</i>	<i>E</i>
	<i>Be an effective Team member</i>	<i>E</i>
	<i>Ability to keep accurate and up to date records</i>	<i>E</i>
	<i>Ability to set and maintain standards, using data to secure the highest expectations for all pupils</i>	<i>D</i>
Personal qualities	<i>Have integrity and honesty in all that you do</i>	<i>E</i>
	<i>Show energy, enthusiasm, and passion for what you do</i>	<i>E</i>
	<i>Be transparent, open and self-reflective</i>	<i>E</i>
	<i>Be resilient and trustworthy</i>	<i>E</i>
	<i>Be flexible and adaptable</i>	<i>E</i>
	<i>Demand the highest quality in all that you do, and in the work of your team</i>	<i>E</i>
	<i>Be open to new ideas and change where it will have a positive impact on the Academy</i>	<i>E</i>
	<i>Have a sense of humour</i>	<i>E</i>

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated; these will include:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and situations
- Attitudes to use of authority and maintaining discipline