

# Hillbourne Primary School

## **Inclusion Leader (TLR 2b) Job Description**

### **Reports to: Headteacher**

### **Responsible for:**

- Ensuring all pupils achieve their potential

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. They may be modified by the Headteacher, with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Main purpose:**

To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document.

### **Main Responsibilities**

To undertake the responsibilities laid out in this document and work in close cooperation with the Senior Leadership Team.

- To take responsibility for the leadership of all aspects of inclusion through the school.
- To monitor the quality of teaching and learning, including planning for the relevant groups of pupils and share judgements with teachers and support staff as appropriate to inform further improvements.
- To support all staff in understanding the needs of the above pupils and help to identify and disseminate the most effective teaching methods for those groups.
- To demonstrate, teach and plan alongside teaching and support staff to ensure best practice.
- To liaise with other leaders to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To keep abreast of any new developments in the teaching and assessment of the relevant groups.
- To disseminate information and initiatives to all members of staff.
- To act as a Safeguarding lead for the school and to lead strategies to keep pupils safe.

## Shaping the future:

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, targets and practices.

### Learning and Teaching

- Identify and adopt the most effective strategies for pupils with additional needs and to share approaches with colleagues.
- Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with additional needs.
- Identify and teach basic skills that will develop pupils' ability to work independently.
- Meet the needs of individual pupils.
- Evaluate assessment data and identify next steps and implications for resources with SLT.
- To undertake all the normal duties of a class teacher and to share best practice with colleagues

### Recording and Assessment

- Work with colleagues to set challenging targets to raise attainment for pupils with additional needs and pupils in vulnerable groups.
- Ensure robust tracking systems are in place to collect and interpret pupil assessment data.
- Set up systems for screening children at 'point of entry' identifying, assessing and reviewing provision once identified.
- Ensure that interventions are well delivered, effectively assessed and that they meet the needs of pupils.
- Ensure that parents are kept well informed about their child's progress.

### Leadership and Management

- Ensure the school SEN register is kept up to date and that all stake holders are kept well informed about support programmes in place.
- Ensure PLPs are monitored regularly, are working documents and that their impact is assessed and progress can be evidenced.
- Work with all staff to ensure that they understand their responsibilities towards the children with additional needs or those deemed vulnerable in their class.
- Maintain the school provision map ensuring that specific interventions are established to meet the identified needs of pupils.
- Provide appropriate training opportunities for teaching assistants, HLTA staff and teachers to improve their knowledge and understanding of SEND and strategies to support.
- Support staff to meet individual needs and to ensure that all statutory paperwork and other preparation for meetings or reviews is completed in good time.
- Monitor children with additional needs to ensure that they are making at least expected progress.
- Lead SEN reviews on pupil progress to provide challenge and support to maximise progress.

- Monitor the effectiveness of all interventions delivered outside the classroom and the impact they have on pupil progress.
- Develop a productive relationship with outside agencies so that support for SEND pupils and vulnerable pupils can be accessed. Lead the liaison, coordination and management of all external support offered to school.
- Lead the ELSA and PCW to provide pastoral support for vulnerable pupils.
- Lead the Appraisal process for the PCW, TA team and HLTA staff.
- Be a proactive member of the Senior Management Team of the school.

#### Communication

- Ensure that the Headteacher and staff are kept informed about issues relating to inclusion.
- Ensure that parents are kept informed of any issues relating to their children's needs.
- To liaise with staff to ensure that there is a consistent approach to teaching and learning for the relevant groups throughout the school.
- To provide information for parents, carers and governors so that they have an understanding of school policies and their implementation.
- To manage liaison with parents, carers, staff, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Note: This job description will be reviewed annually and may be amended at any time following discussion between the Governing Body and the Headteacher.

April 2021