**JOB DESCRIPTION**

**Job Title/Post: Inclusion lead/SENCO**

**Salary: Main Scale + TLR2b**

**Responsible to: The Headteacher**

**Responsible for: To be directed**

**Purpose**

To professionally lead and manage SEND in accordance with the published SEN policy and the 2014 SEND Code of Practice: 0–25 years.

Responsible for specialist teaching staff and designated teaching assistants, and liaising with relevant staff, external agencies and parents.

**Strategic Leadership**

* To advise the leadership group on the strategic development of all policies in relation to inclusion and their implementation across school
* To contribute to the development of whole school policy wherever appropriate
* To provide reports for the Governing Body as statutorily required
* To co-ordinate provision for individual pupils with additional needs and to oversee day to day provision
* To be responsible for producing an Annual Development Plan in an agreed format, reviewed in line with the School Improvement Plan
* To oversee records on all pupils with additional needs
* To support the school ethos, playing a full part in the life of the school, and to be a positive role model
* To actively monitor and respond to inclusion initiatives at national, regional and local levels
* To support existing networks, liaising with other schools as appropriate
* To take a lead role in the strategic leadership of behaviour, including targeted pupils
* To identify and adopt and monitor the most effective teaching approaches for LAC pupils to meet the needs of LAC pupils.
* To ensure continuity of support and learning when transferring LAC pupils.
* Review targets for raising achievement among LAC pupils and other groups as appropriate in the Academy.
* Identify resources needed to meet the needs of LAC pupils and advise the Head of Academy of priorities for expenditure.

**Personnel Management**

* Responsible for the efficient and effective management and deployment of SEN personnel including specialist teaching staff as required
* Undertake staff appraisals as required
* To provide related professional guidance to colleagues with the aim of securing high quality teaching and support for pupils with additional needs
* To identify training and development needs of SEN staff and support development within the financial parameters imposed by the budget
* Participate in the recruitment of SEN personnel and ensure effective induction of new SEN staff in line with school procedures
* To collaborate with Phase Leaders and pastoral staff (Family Support Adviser) to ensure that all students have equal access to learning
* Promote and maintain good communication with individuals and groups
* To effectively manage and monitor the delivery of interventions and their impact
* To strategically lead teaching assistants to deliver wave 2 and 3 interventions as required and in discussion with the SLT

**Teaching and Learning**

* To develop, with the support of the Headteacher and other colleagues, effective ways of overcoming barriers to learning
* To ensure an effective learning environment and support other staff in the implementation of positive behaviour management
* To proactively liaise with other relevant institutions in planning referrals and reintegration programmes
* To contribute to the in-service training of staff

**Accommodation and Resources**

* To manage the SEN delegated budget efficiently and effectively, ensuring value for money
* Ensure Health and Safety practices, including risk assessments, are in line with school policy
* To manage medical needs in school, including all related policies

**Knowledge and Skills**

* Keep up to date with national developments regarding SEND, teaching practice/methodology and leadership initiatives
* Keep up to date with developments in the use of comparative data

**Quality Assurance**

* Establish and reinforce common standards of good practice
* Monitor and evaluate performances against school, local and national performance indicators
* Monitor the quality of teaching and learning in line with the requirements of self-evaluation and the School Improvement Plan

**Meetings**

* Meet regularly, as required, with the Senior Leadership Team
* Chair and facilitate SEND departmental meetings
* Attend relevant Team Leader meetings
* Attend relevant Pastoral Management and multi-agency meetings
* Attend Governor/SLT meeting on request

**Other Responsibilities**

* To be Designated Senior Lead
* To fulfil criteria for the standard teaching contract

This job description is based on the SEN Code of Practice 2014 and must be read in conjunction with the generic job description for a classroom teacher.

**OBSERVANCE OF THE MULTI-ACADEMY TRUST’S**

**EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

#### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head Teacher)

#### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post-holder)

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**