



ST. STEPHEN'S C.E. PRIMARY SCHOOL

JOB DESCRIPTION

DESIGNATION: Inclusion Leader

(Including SENDCO and strategic Lead for the VI Resource Provision)

POST RESPONSIBLE TO: Executive Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the current School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the new professional standards for teachers, and any other relevant legislation.

Job purpose:

To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progress through effective inclusion for pupils with additional needs in conjunction with other relevant staff; to lead and manage the SEND policy and practice across the school.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher, after discussion with the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Core Requirements of the Post:

In the context of this Job Description, pupils with additional needs include:

- Pupils on the school's Special Educational Needs Register or equivalent;
- Pupils with a vision impairment who access support from the Resource Provision;
- Pupils with identified specific or general learning difficulties;
- Pupils with identified behavioural problems;
- Pupils with emotional and/or social difficulties;
- 'Looked After' pupils;
- Children subject to Child Protection or Child in Need Plans;
- Pupils whose first language is other than English;
- Pupils eligible for free school meals;
- Pupils belonging to ethnic minorities;
- Pupils of Romany, Gypsy or Traveller families;
- Pupils whose progress is a cause for concern;
- Pupils identified as able and talented;
- Pupils with protected characteristics not listed above.



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Strategic direction and development

1. Support the vision, values and policies of the school to secure effective teaching, successful learning and high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability;
2. To promote positive attitudes to SEND
3. Through membership of the SLT, to help lead and manage the creation and implementation of the school development plan, identifying priorities and targets to ensure pupils achieve high standards and make progress.
4. To increase teachers' effectiveness, and to take responsibility for appropriately delegated aspects of the school development plan;
5. Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting;
6. Ensure that parents and carers are well informed about the curriculum, targets, individual pupils' progress and achievement;
7. Develop and maintain good relationships with parents and carers, outside agencies and the local community.
8. To support the Executive Headteacher in providing a clear vision and direction for the development of SEND and ensuring that the school meets all statutory requirements and is consistent with best practice;
9. Update SEND/Inclusion policy as required.
10. Complete annual SEND report and annual Surrey SEND Centre report.

Teaching, learning and Welfare

1. Be an exemplary classroom practitioner and meet the requirements of the Job Description and Person Specification for a class teacher;
2. Once qualified as a QTVI, assess VI children's functional vision and identify specific needs as well as having oversight of and directly teaching braille;
3. Identify, model and disseminate the most effective teaching and pastoral approaches for those pupils with additional needs;
4. Monitor teaching and learning activities to ensure that they meet the needs of pupils with additional educational needs;
5. Liaise with other schools to ensure successful transition for pupils with additional educational needs.
6. As a DSL, ensure that the Child Protection and Safeguarding Policy is updated, disseminated and implemented effectively.
7. Liaise and work with external agencies and attend meetings as appropriate to ensure the safety, wellbeing and achievement of children who are the subject of CP or CiN Plans.
8. Be the designated teacher for Children Looked After.

Recording and assessment

1. Set targets for raising achievement among pupils with additional educational needs;
2. Collect and interpret specialist assessment data;
3. Develop and maintain an effective provision management system, including overseeing the writing and regular review and updating of Individual Education Plans
4. Set up systems for identifying, assessing and reviewing additional educational needs including organising and chairing annual review of S.E.N EHCP meetings;
5. Attend consultation evenings and keep parents informed about their child's progress.



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Leadership

1. Ensure that all members of staff recognise and fulfil their statutory responsibilities to pupils with additional educational needs and contribute to securing the best possible achievement for all pupils, and especially for vulnerable groups such as those eligible for Pupil Premium;
2. Lead and manage the work of the VI unit staff including planning, liaising and collaborating effectively with specialist teachers;
3. Monitor and guide the work of the Home School Link Worker to ensure that identified families are able to make progress against specified targets;
4. Demonstrate and disseminate good practice in additional educational needs across the school;
5. Plan for and/or deliver effective CPD for teaching and support staff;
6. Keep fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the school and the team for which you are responsible;
7. Ensure high standards of professional conduct and confidentiality at all times;
8. Identify resources needed to meet the needs of pupils with additional educational needs, advise the Executive Head teacher of priorities for expenditure, and evaluate the impact of resources;
9. In consultation with the Executive Headteacher and School Business Manager, to manage the budget for the VI unit;
10. To be responsible for the successful induction/transition of all VI staff and children.
11. To participate in Performance Management objective setting and review meetings as required;
12. To line manage designated Teaching Assistants and/or other staff and to undertake Performance Management and appraisal for those members of staff;
13. To have regular contact with the SEND governor and report to the Executive Head teacher and to the full governing body when appropriate.

Other Duties and Responsibilities

Undertake regular PPA and playground duties.

Undertake any other reasonable professional task as directed by the Executive Headteacher.

The post holder is also required to carry out any reasonable duties as requested by the Executive Head teacher and/or line manager. This job description will be reviewed annually as part of the post holder's performance management, and it may be updated as appropriate.

Signed Teacher

Signed Executive Headteacher

Date