



Inclusion Leader Job Description

Teacher MPS +SEN allowance

Inclusion Leader - Job Description

To oversee the leadership and management of Inclusion at Christ Church (Brondesbury) CE Primary School, to be a member of the Senior Leadership Team, to be the school's Deputy Designated Safeguarding Lead and to be the school's SENDCO.

Role Summary

To be the leading professional in the school accounting for the outcomes of children with additional educational need including those with; special educational need, those for whom English is an additional language, looked after and vulnerable children, traveller, refugee and asylum seeker children, and pupil premium children.

The post holder is accountable to the Head teacher.

Strategic Direction and Development of Inclusion

The Inclusion Leader will:

- Exercise a key role in assisting the Head teacher and Governors with the strategic development of SEND Policy/Provision.
- Support all staff in understanding the needs of SEND pupils and ensure that objectives to develop SEND are reflected in the School Improvement Plan (SIP).
- Analyse and interpret relevant school, local and national data and advise the Head teacher on the level of resource required to maximise achievements.
- As school SENCO to liaise with staff, parents, external agencies and other schools to coordinate their contribution to provide maximum support and ensure continuity of provision.
- Evaluate the impact of all improvement activities on the quality of Teaching and Learning.
- Contribute to the relevant sections of any school evaluation i.e. SEF and other reports
- Review, develop and implement policies and practices for pupils with SEND which reflect the school's commitment to high achievement, effective learning and teaching.
- Ensure the smooth transition of SEND pupils across the school and to implement SEND transition plans when pupils move to other schools or join Christ Church.
- Keep abreast of changes to legislation and ensure this is translated into effective policy for the school and that these are approved and communicated through relevant channels.
- Take the leading role in monitoring the attendance and punctuality of children, liaising with Admin staff and the EWO where appropriate and producing termly reports for Governors and school records.

Teaching and Learning

The Inclusion Leader will:

- Support the identification and dissemination of effective teaching approaches.
- Work with the Head teacher and staff to develop effective ways of bridging barriers to learning through
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting including IEPs
- Collect and interpret data from interventions to inform practice.
- Undertake day to day coordination of SEND pupils provision through close liaison with staff, parents and agencies.
- Liaise with other settings to ensure consistent identification of learning needs and ensure support is offered in line with best practice.
- Ensure appropriate plans are put in place for children to support their learning.
- Meet with teachers to set targets and discuss provision for children with AEN.
- Provide class/group cover as and when required.



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Leading and Managing Staff

The Inclusion Leader will:

- Lead and manage our Inclusion team with a clear vision for the future of SEND.
- Act as a designated person for Child Protection matters and to make effective use of the Early Help Assessment and Inter Agency Referral forms.
- Attend Child Protection case conferences and core group meetings as appropriate.
- Be the lead teacher for Looked After children.
- Advise on and contribute to the professional development of staff including whole school INSET.
- Organise the deployment of Teaching Assistants and contribute to their performance management process.
- Induct support and monitor new Teaching Assistants taking responsibility for their organisation and management.
- Provide regular information to the Head teacher and Governing Body on the evaluation of SEND provision.
- Maintain personal expertise and share this with other teachers.
- Monitor the quality of Teaching and Learning and share judgements with teachers and support staff as appropriate.
- Plan and implement strategies to improve teaching where needs are identified.
- Lead professional development of staff through example and support; coordinate the provision of high quality professional development in the school and elsewhere.
- Be responsible for the collection and interpretation of assessment data transposing to relevant media for dissemination at all meetings e.g. pupil progress meetings, governors meetings etc.
- Be responsible for the maintenance and management of SEND data using the school SIMS system in order that it is accurate for collation at the time of data submission via the Census and other reporting procedures.

Effective and Efficient Deployment of Resources

The Inclusion Leader will:

- Advise the Head teacher and Governing Body of priorities for expenditure and deployment of staff and utilise resources with maximum efficiency.
- To work alongside the Head teacher to co-ordinate the expenditure of pupil premium in order to accelerate and enhance pupil progress.
- Maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of the School and SEND policies.
- Establish resource needs for Teaching and Learning and advise the Head teacher of likely priorities for expenditure. Allocate available resources with maximum efficiency to meet the objectives of the school and to achieve value for money.

Other Professional Requirements

The Inclusion Leader will:

- Coordinate and chair all annual reviews and other meetings such as Team around the child meetings. Ensure that all relevant paperwork and statutory requirements are met.
- Coordinate and monitor the provision of Children In Need, including those Looked After or subject to Child Protection Procedures.

Generic Duties

This job description may be amended at any time following discussion between the Head teacher and member of staff and will be reviewed annually. The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers and set out within the teacher's Pay Policy.