Inclusion Manager - MPS/UPS +SEN Allowance

# JOB OUTLINE

Under the direction of the headteacher, support and develop a whole school inclusive learning culture and environment that enables all pupils to reach their optimum potential and overcome barriers to learning and participation, including children with identified Special Educational Needs and those in receipt of the Pupil Premium Grant.The Inclusion Manager is required to carry out the duties of a school teacher as set out in the School Teachers’ Pay & Conditions Document and the Teachers’ Standards.

# OVERALL RESPONSIBILITY :

* To lead, manage, develop and maintain high quality SEN provision and Inclusive practice which enables quality teaching, excellent learning outcomes and success for all pupils;
* To model effective teaching, to coach and train colleagues and to teach across the school;
* To keep all aspects of paperwork including records and policies up-to-date and actioned, as appropriate.

# DUTIES:

1. Provide effective leadership and management for learning support assistants so that they effectively support inclusive learning, including acting as Assessor for the performance management of learning support assistants.
2. Liaise with school staff to identify pupils who would benefit from additional support in order to achieve their full potential.
3. Agree and collate targets with class teachers for raising achievements among pupils with particular needs.
4. Analyse school performance data in order to focus support where most needed in order to raise achievement.
5. Maintain the school’s inclusion systems and procedures and update and oversee records of all pupils in receipt of the Pupil Premium Grant and with identified Special Education Needs.
6. Identify through provision mapping the resources and interventions needed to meet the needs of all pupils and advise the SLT of priorities for expenditure.
7. Plan for smooth transition throughout the key stages and liaise with other schools to ensure continuity of support and learning when transferring pupils with any particular learning needs.
8. Act as Designated Teacher for Children Looked After, liaising with Virtual School and all stakeholders as necessary.
9. Communicate with parents, school staff, Board of Governors and outside agencies as necessary.
10. Act as line manager for the teaching and learning support team including Well-being Champion and 1:1 SEND TAs.
11. Be the Mental Health Lead for the school.

EQUALITIES

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Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

# SAFEGUARDING

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sort through the Criminal Records Bureau as part of Hertfordshire Council’s pre-employment checks.

Please note additional information referring to the Criminal Records’ Bureau is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

# SUPPORTING OAKMERE’S AIMS AND VALUES

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and learning activities, and in performance management and development, as required by the school’s policies and practices.

There is an expectation that the jobholder, with the school’s full support, will seek to continue their own professional development.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**