



**Job Title: Inclusions Manager/SENCO**

**29<sup>th</sup> August 2023 start**

**Line Management: Headteacher**

**Salary - L1 Leadership Scale FTE £47,820**

**Part Time Post - 3 days per week - Monday to Wednesday £28,692**

### **JOB DESCRIPTION**

**Essential** – NSENCO qualification and proven experience within role across the primary age range with knowledge of EYFS including Nursery, DSL role across the school as part of a safeguarding team

**Key Functional Relationships** • Academy Principal • Academy Strategic Leadership and Management Team • The Pastoral Support Liaison • All teaching and support staff • Students & parents • Directors • External bodies and agencies

**Main Purpose of Job and Principal Accountabilities** • Take a lead role within the Academy to address the needs of pupils who need particular help to overcome barriers to learning. • To line manage support staff, direct duties and supervise implementation of support programs as appropriate. • Act as a professional role model in both manner and appearance. • Use expertise to support and advise colleagues. • Disseminate what has been learnt from undergoing training and development opportunities • Summary of Responsibilities and Duties •

**Support for Pupils** • Take a lead role in managing and delivering pastoral and learning support to pupils • Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable • Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development • Undertake comprehensive assessments of pupils to determine those in need of particular help • Assist teachers with the development and implementation of individuals Education/Behaviour/Support/Mentoring plans/provision maps • Take a lead role in the provision for pupils with special needs and PPG/ FSM students • Establish productive working relationships with pupils, acting as a role model • Arrange and develop 1:1 mentoring arrangements with pupils and provide wellbeing support/guidance for distressed pupils • Take a lead role in managing the speedy/effective transfer of pupils from other schools/across phases/integrations of those who have been absent • Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance • Challenge and motivate pupils, promote and reinforce self-esteem • Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc • Keep accurate records of meetings • Instigate and oversee EHC plans and associated provision

**Support for Teaching Staff** • Manage liaison with feeder schools and other relevant bodies to gather pupil information • Support pupils' access to learning using appropriate strategies, resources etc. • Work with other staff in planning, evaluating, adjusting and delivering learning activities as appropriate • Monitor and evaluate pupils' responses and progress against action plans through

observation and planned recording • Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence • Manage systems and processes, including updating target tracker or similar • Take a supporting role with the pastoral department in the development and implementation of appropriate behaviour management strategies • Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links • Take lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. • Administrative support e.g. photocopying, typing, filing, dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc. making phone calls etc • Ensure that all transfer arrangements of records are made in a timely and efficient manner

**Support for the Curriculum** • Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs • Actively seeking information and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning • Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

**Support for the Academy** • Be aware of confidential issues linked to home/pupil/teachers/school/work and to keep confidences as appropriate • Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the Academy • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Attend and participate in regular meetings • Participate in training and other learning activities as required • Oaklands Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment • Recognise own strengths and areas of expertise and use these to advise and support others • Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class – e.g. anger management and Line Management responsibilities where appropriate • Liaise between Managers/Teaching Staff and Teaching Assistants • Represent Teaching Assistants at Teaching Staff/Management/other appropriate meetings

**Equalities** • Ensure implementation and promotion in employment and service delivery of the Academy's equal opportunities policies and statutory responsibilities Specific Responsibilities & Duties: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task's undertaken may not be identified. • To support, promote and encourage Academy activities • Contribute to the overall ethos/work/aims of the Academy and be aware of and support diversity and ensure equal opportunities for all. • Participate in training and other learning activities and performance development as required and be able to recognise strengths and share areas of expertise and skills with others and advise as appropriate • Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section • Actively pursue opportunities for further training and career development such that a correspondingly improved skill set impacts positively on learning opportunities. • Support the leadership and management of the Academy in its aims, objectives and aspirations. • Comply with and assist with the development of policies and procedures relating to child protection, health,

safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section • To undertake any other duties as directed by the Head • To uphold personal standards in public • To adhere to and promote policies and procedures and ensure you are responsible for ensuring that you and other staff adhere to updates and amendments • To undertake your professional requirements related to training by taking initiative and making requests for specific and relevant training to ensure and sustain appropriate levels of expertise and commensurate competencies

**Notes:** The above responsibilities are subject to: • This Job description can be amended at any time after consultation between the post holder and the Head • It is likely that the responsibilities above could change as the Strategic Leadership and Management Team develops

***Oaklands Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.***

***The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.***