



# ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

**LEARNING TOGETHER IN CHRIST**

SERVICE EXCELLENCE RESPECT FAITH

## **JOB DESCRIPTION – INCLUSION MANAGER**

**Each member of staff at our school accepts responsibility for promoting and safeguarding the welfare of pupils in the school at all times.**

### **MAIN PURPOSE**

To provide support to pupils with special educational needs and/or disabilities (SEND), or are otherwise in need of additional support, by:

- Supporting and liaising with the special educational needs co-ordinator (SENDCO)
- Advising and supporting other members of staff e.g. teachers and teaching assistants (TAs)
- Having oversight of the school's provision for pupils with SEND
- Providing support for short-term issues that may affect a pupil's wellbeing, e.g. short-term behavioural issues not classified as SEND
- Working with external agencies

### **AREAS OF RESPONSIBILITY AND KEY TASKS**

#### **Working with pupils**

- Identify pupils who may be in need of additional support
- Create an environment that supports all pupils with additional needs to reach their full potential
- Track and monitor progress of pupils in need of additional support, e.g. with SEND
- Maintain records for individual pupils
- To provide effective and efficient pastoral support to promote positive attitudes to learning and behaviour in order to maximise the achievement and wellbeing of pupils within a caseload.
- To record data and report on the progress of pupils with alternative provision
- Enter data for new pupils ensuring all tracking documents are updated and maintained.
- SATs Literacy arrangements for SEND children in liaison with Head of English.
- Manage school's "Provision Map".
- Coordinate 1:1 tuition programme.
- Produce Personal Target Plans (PTPs) for all statemented pupils following their Annual Review meetings and to organise regular meetings to monitor their targets. Ensure Provision Map is kept up to date.

### **Working with colleagues**

- To work with the Senior Leadership Team and SENDCO to develop and enhance the practice of those teaching pupils with special educational needs across the school
- Liaise regularly with the SENDCO, providing insights and ideas
- Liaise with class teachers to identify and support pupils in need of additional support
- Provide training and support for TAs and teachers
- Supervise TAs and other members of staff carrying out interventions
- Attend and record Inclusion / SENDCO Team meetings
- Maintain all relevant records and files for the SEND department including updating the SIMS SEND Register and circulate confidential information to relevant staff.
- Meet with SLT on a regular basis to share information.
- Help manage the TA team and have input to their appraisal cycle.

### **Working with parents and external agencies**

- Main point of contact for parents, school staff and outside professionals with regard to SEND pupils.
- Arrange the Annual Reviews of statemented pupils by liaising with outside professionals, school staff and parents and ensuring associated administration is efficient and effective attending all reviews and taking minutes.
- Assist Cognition Team with weekly visits and paperwork
- Facilitate sharing of relevant pupil information with each pupil, their family members, appropriate teaching and support staff at the school, as well as the wider community (e.g. local agencies, schools, authorities) as appropriate to enhance their learning and achievements
- Co-ordinate the collection/collation of information for Annual Reviews by liaising with outside professionals, school staff and parents including distribution of preliminary reports and taking minutes of review meetings.
- Liaise with Educational Psychologist, Speech and Language Therapists, ASD team, CAMHS, Exceptional Needs Service, Sensory Consortium Service and other similar support services to ensure that all relevant parties are kept informed.
- Communicate with parents about specific interventions / support in place for their child
- Liaise with parents about their child's progress

### **Other areas of responsibility**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Administer Medical Tracker and maintain first aid training records.
- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To carry out any other general office duties consistent with the grade of the post that may be required from time to time.
- To complete any other tasks as directed by SLT associated with the responsibilities and specification of the role.
- To contribute to whole School events as and when required.

- To be aware of the School's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- Undertake any other duties as directed by the Headteacher