

Job Title/Post: Inclusion Teacher

Tenure: Full-Time and Permanent

Responsible to: RP Lead

Job Purpose : carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- a) Have a strategic overview of provision for pupils with ASD or a disability across the school, teaching, monitoring and reviewing the quality of provision
- b) Teaching groups of pupils with ASD/SEND
- c) Implement and deliver an appropriately differentiated curriculum for ASD/SEND pupils.
- d) Monitor and support the overall progress and development of pupils and facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.

EQUAL OPPORTUNITIES:

The Eko Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning

- a) Identify and adopt the most effective teaching approaches for pupils with SEND/ASD
- b) Monitor, evaluate and adjust teaching and learning activities to meet the needs of pupils with SEND/ASD
- c) Meet individual pupils needs, including SEND
- d) Evaluate assessment data and discuss next steps with the inclusion team
- e) Model quality teaching and learning across the school and teach groups of pupils

Recording and Assessment

- a) Set appropriate challenging targets for raising achievement among pupils with SEND/ASD
- b) In collaboration with class teachers, keep parents informed (through structured conversations) about their child's progress at key and regular intervals throughout the year.

Training and Development

- a) Deliver and share training and development opportunities within school and across partnerships.
- b) Support and help members of staff, including ECTs.
- c) Attend courses/meetings and evaluate and report back to the Headteachers and other key staff on the essential issues.
- d) Ensure teachers know the strengths and targets for all SEND pupils and that they use the strategies within EHC Plans and the recommendations within specialists' reports, in their planning for pupils with SEND/ASD
- e) Audit, order, organise and allocate resources throughout the school, keep an inventory and manage a budget

Leadership

- a) Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND and ensure all school staff understand their roles and the changes under the new SEND Code of Practice.
- b) Provide training opportunities for teaching assistants including HLTAs, teachers and other adults working with our pupils, to learn about particular aspects of SEND and effective teaching strategies.
- c) Help teachers with children with SEND and EHCPs to meet individual needs and ensure statutory paperwork and other preparation for meetings e.g. Multi Professional Planning Meetings are completed in good time and, where necessary, send reviews to the appropriate agencies.
- d) Monitor the children with SEND to check that they are making expected progress or better throughout the school.
- e) Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.
- f) Develop productive partnerships with outside agencies and identify needs across the school for commissioning support.
- g) Apply for EHC plan when appropriate
- h) Hold annual reviews

Standards and Quality Assurance

- a) Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, parents, children and members of the wider community
- b) Provide a key reference point in providing information and support for families of children with SEND, including training on specific topics
- c) Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs in particular.
- d) Liaise with the SLT promptly following meetings regarding pupils and parents of the school and keep up to date records of any actions/outcomes from the meetings.
- e) Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities.
- f) To promote the general progress and wellbeing of individual pupils throughout the school.

- g) To provide advice and guidance to pupils and parents on educational, emotional and social matters in line with school policies.
- h) Attend and participate fully in school events e.g. open evenings, parental workshops and pupil performances
- i) Attend phase, year group and staff meetings as identified on the school's half termly calendar.

The inclusion teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

The following statements define the behaviour and attitudes which set the required standard for conduct in our school

1. *You must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:*
 - *treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position*
 - *having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
 - *showing tolerance of and respect for the rights of others*
 - *not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
 - *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*
2. *You must have proper and professional regard for the ethos, policies and practices of our school, and maintain high standards in your attendance and punctuality.*
3. *You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.*