



Headteacher: Ms J Skelhorne

INCLUSION TEACHER WITH RESPONSIBILITY FOR KS3 JOB DESCRIPTION

Hours of work: Full time (Fixed Term contract – maternity cover)

Salary: Outer London pay scale

Reports to: Assistant Headteacher, Inclusion / SENDCo

-
1. To work collaboratively with the Key Stage 3 Heads of Year and Assistant Headteacher in providing support for those with additional transition needs.
 2. To liaise with relevant colleagues regarding catch up provision based on KS2 data.
 3. To link with the English and Maths faculties regarding: differentiation, schemes of work and assessment.
 4. To teach SEND students across the full age and ability range (11-18), with particular focus and experience in teaching KS3 students with SEND and EAL students.
 5. To plan, develop and evaluate at various points throughout the school year the schemes of work for Year 7 and Year 8 Support for Learning lessons.
 6. To liaise with other SENDCos/Inclusion Teachers to develop outstanding practise in curriculum design for KS3 students with SEND
 7. To ensure the effective delivery of the National Curriculum and School Curriculum for students with SEND.
 8. To keep up to date with relevant new SEND/EAL developments and liaise with colleagues as appropriate.
 9. To maintain a stimulating learning environment.
 10. To manage the behaviour and discipline of students in the classroom.
 11. To contribute to and uphold school pastoral systems



12. To attend meetings as appropriate, including Annual Review meetings and all Inclusion meetings.
13. To complete and support with the paperwork pertaining to KS3 students with SEND Annual Reviews
14. To support extra-curricular and school activities in general.
15. To organise and oversee Inclusion Faculty Interventions for all Inclusion students.
16. To support initial assessments of students and devise appropriate interventions.
17. To support Access Arrangements of Inclusion Faculty students and where necessary, support the Access Arrangements Lead with the testing and support of students with SEND.
18. To liaise with teaching staff about how to best support students with EAL and SEN and, where necessary, lead CPD sessions for staff.
19. To support the AHT Inclusion/SENDCo with primary school liaison, including Year 7 transfer and transition support.
20. To support AHT Inclusion/SENDCo with school liaison for mid year admission students who will be in the Inclusion Faculty
21. To Line Manage assigned members of the Inclusion Faculty with a particular focus on developing new colleagues in role
22. To carry out duties and responsibilities commensurate with the post necessary for the smooth running of the school, as required by the Headteacher and Assistant Headteacher Inclusion.
23. Conditions of Employment of School Teachers as stated in the latest School Teachers' Pay and Conditions Document and Acts.



At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, the highest standards of achievement for all students and the promotion of students' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and pastoral teams and by delivering high standards of teaching and learning. In this way, they assist the school in reaching its targets and objectives.

JOB PURPOSE

To teach students across the full age and ability range present in the school in order to ensure the highest possible standards of student achievement, personal development and well-being.

REPORTING

The post holder will report to the relevant Curriculum Leader, Head of Department and Head of Year.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers' Pay and Conditions Document.

ACCOUNTABILITIES

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
3. To maintain and contribute to the development of school policies.
Within school and subject policies, to:
 - effectively teach National and School Curricula within the school's Teaching and Learning Policy
 - set appropriate homework
 - mark work, assess, record, track and report student progress, using available data
 - provide a stimulating learning environment
 - have due regard for maintaining health and safety and security in the areas they use
 - have an enhanced focus on the progress of children from disadvantaged backgrounds and students with SEND and employ strategies to overcome the barriers they face.
4. To be a member of a pastoral team and, if required, a form tutor, carrying out the associated responsibilities.
5. To assist with the effective operation of subject and year teams by, individually and with others:
 - developing schemes of work, resources, teaching and learning strategies,
 - contributing to team review, monitoring and evaluation and the development of working practices,
 - participating in working groups, ad hoc projects,
 - taking part in other professional development activities,
 - attending meetings as necessary.
6. To support the development of cultural capital in students by contributing to extra-curricular activities.

Other Specific Duties

7. To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
8. To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.