

Corpus Christi Catholic Primary School

Inclusion Leader

Job description and Person Specification

Corpus Christi Catholic Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: MPS/UPS plus TLR allowance (£3017 - £5028 depending on experience)

Hours: 3 days per week

Contract type: Permanent – 3 days per week

Reporting to: Head teacher

Responsible for: TAs and HLTAs

Main purpose

To provide support to vulnerable pupils including those with special educational needs and/or disabilities (SEND), entitled to the pupil premium grant and EAL pupils, by:

- Acting as the school's 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, Looked After Children and those entitled to the Pupil Premium
- Providing support for issues that may affect a pupil's wellbeing, e.g. behavioural issues not classified as SEND
- Lead the school's approach for support of mental health and well-being for pupils and staff

Duties and responsibilities

Working with pupils

- › In liaison with teachers and staff, Identify pupils who may be in need of additional support
- › In liaison with Lead Practitioners and teachers, plan the provision for interventions
- › 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 and LAC
- › Build positive relationships with vulnerable pupils; working with them on occasion and reviewing their achievement
- › Maintain records for individual pupils
- › Pro-actively support pupils with challenging behaviours

Working with colleagues

- › Liaise with class teachers to identify and support pupils in need of additional support
- › Provide advice, training and support for TAs and teachers
- › Supervise TAs and other members of staff carrying out interventions

Working with senior leaders

- › Work with senior leaders and contribute to the strategic vision of the school
- › Contribute to the strategic development of the school especially in relation to developing and embedding provision for vulnerable pupils
- › Ensure the head teacher is kept informed of the needs of pupils

Working with parents and external agencies

- › Liaise with external support agencies and professionals as directed by the headteacher
- › Communicate with parents about specific interventions / support in place for their child
- › Liaise with parents about their child's progress

Other areas of responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- › Work as part of the safeguarding team and act as a 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
- › Liaise with Portsmouth City Council's Link Co-ordinator for vulnerable children.

Person specification

CRITERIA	QUALITIES – ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • 2 A levels or equivalent • Qualified teacher with at least 5 years teaching experience in a primary setting 	<ul style="list-style-type: none"> • SENDCO National Qualification • Prepared to study for the NPQ in SEND • DSL training • Team Teach
Experience	<ul style="list-style-type: none"> • Experience working in a school environment • Experience working with children / young people with SEND and/or short-term difficulties (e.g. behavioural difficulties, mental health, physical disabilities) • Experience supporting and working with parents of young people with SEND / additional needs • Experience planning and delivering targeted interventions • Experience of managing safeguarding 	<ul style="list-style-type: none"> • Experienced SENDCO or Deputy SENDCO • Experienced DSL or Deputy DSL
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of the graduated approach to SEND • Assessment of individual pupils • Tailoring plans and interventions to individual pupils • Assessment and other data analysis and tracking • Knowledge of external agencies in the local area who may be called on • Know how to respond to safeguard children and young people • Work sensitively with colleagues, supporting them to deliver effective approach which meet pupils needs, especially those with additional needs 	<ul style="list-style-type: none"> • Knowledge of <ul style="list-style-type: none"> ○ the SEND Code of Practice, ○ DT responsibility for LAC ○ Pupil Premium Strategy
Personal qualities	<ul style="list-style-type: none"> • Patient and calm • Desire to provide the best possible opportunities for all pupils • Able to create good relationships with children, staff, parents and external agencies • Organisation, time management, proactive and self-motivated 	

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date; September 2023

Next review date: September 2024

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
