



JOB DESCRIPTION – INTERVENTION INCLUSION MANAGER

Responsible to the Headteacher

Responsible for coordinating the strategic direction, development and provision of inclusive education throughout the school.

General (All SLT Members)

- Work with the HT to provide strategic direction and development to the school.
- Raise standards in teaching and learning
- Lead and manage individuals and groups, ensuring effective teamwork
- Develop and deploy people and resources
- Secure accountability
- Contribute to school self evaluation
- Support and develop the distinctive Catholic ethos of the school

Specific

- Provide effective leadership, organisation and management of inclusion and intervention
- Implement systems for identifying, assessing and reviewing SEND
- Manage the provision of interventions and support throughout the school
- Strategically line manage the work of teaching assistants and coordinate their deployment in supporting inclusive provision
- Liaise with staff, parents and outside agencies to provide support for vulnerable children and their families
- Monitor teaching and learning of children with SEND
- Monitor the progress of children on the SEND register through pupil tracking and pupil progress meetings
- Act as a member of the SLT
- Implement and review medical care plans, targeted learning plans, risk assessments and health care plans
- Maintain the school register of special educational needs
- Ensure that staff fulfil their statutory responsibilities for SEND/EAL/CLA and other identified groups of children
- Identify and develop resources and provision to support the learning of children with identified needs
- Manage relevant support for children during statutory tests

- Act as DSL in matters of child protection and safeguarding – including attending meetings
- Deliver INSET to staff relating to inclusion and child protection
- Report to governors with relation to child protection and inclusion
- Continue professional development by attending all relevant INSET and staying informed about local and national developments
- Ensure that children receive appropriate pastoral care
- Monitor and enhance provision for children with EAL
- Participate in review meetings
- Lead on attendance

Teaching

- Fulfil the professional responsibilities of a teacher in providing teaching in school as necessary

Professional Standards

- Abide by the highest standards of professional conduct and confidentiality at all times
- Ensure the development of a collaborative team culture, based on respect and loyalty