

## **Box CE VC Primary School**

### **Job Description**

**Designation of post:** Inclusion Manager

**Line manager:** Headteacher

**Start date:** September 2021

**Contract:** TLR2

### **The key task**

The key task of the inclusion manager is to ensure that pupils with additional needs such as those who have special educational needs and our disadvantaged learners e.g. those identified as pupil premium, have English as an additional language have effective provision in line with the SEND Code of Practice.

### **Core purpose of the post**

The inclusion manager, with the support of the headteacher and governing body, is responsible for the day-to-day management of pupils with additional needs. They will provide guidance and support for teachers and teaching assistants in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

### **Main responsibilities**

- ❑ **Strategic direction and development of provision**
- ❑ **Teaching and learning**
- ❑ **Leading and managing staff**
- ❑ **Efficient and effective deployment of staff and resources**

### **Strategic direction of provision**

- Ensure effective systems of communication including feedback about pupil's learning to inform future planning
- Monitoring the quality of support for pupils by establishing effective systems to identify and meet the needs of pupils whilst ensuring that the systems are coordinated, evaluated and regularly reviewed.
- Ensure that the SEND policy is reflected in the school's practice
- Liaise with and coordinate the contribution of external agencies
- Up-to-date knowledge of national and local initiatives which may impact upon policy and practice.
- Report to SEND governor termly

### **Teaching and learning**

- Championing inclusion and quality first provision across the school
- Leading INSET where appropriate
- Monitoring provision e.g. interventions and paperwork.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.

- Work with pupils, subject leaders, class teachers and teaching assistants to ensure realistic expectations of behaviour and achievement are set.
- Support developments and initiatives to improve standards in English and maths and access to the wider curriculum
- Overseeing and monitoring the quality of provision maps, IEPs and pastoral support plans, maintaining detailed information for subsequent meetings with parents and external agencies
- Develop systems for colleagues to monitor and record progress made by pupils with SEND towards the achievement of targets set in IEPs
- Supporting the headteacher in meeting statutory responsibilities for ECHPs and annual reviews

### **Leading and managing staff**

- Help all staff to recognise and fulfil their statutory responsibilities
- Develop proformas for essential paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals
- Disseminate procedural information such as recommendations of the Code of Practice, LA guidance, or the schools own SEND policy
- Ensure the establishment of opportunities for SEND teaching assistants to review the needs, progress and targets of pupils with learning difficulties
- Provide regular information to the headteacher and governing body on the evaluation of the effectiveness of provision for pupils who are disadvantaged or who have SEND, to inform decision-making and policy review

### **Efficient and effective deployment of staff and resources**

- Provide advice to headteacher/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND/disadvantaged pupils
- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT
- Maintain existing resources and explore opportunities to develop or incorporate new resources.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation with the post holder. It will be reviewed annually and linked to Performance Management.

Signed Teacher \_\_\_\_\_ Date

Headteacher \_\_\_\_\_ Date