**Inclusion Leader**

**Job Description**

**Main Purpose of the Job**

* To lead the academy’s inclusive provision
* To be responsible for promoting and safeguarding the welfare of children and young people within the academy and be the Designated Safeguarding Lead
* To assist the headteacher in the organisation, management and development of the academy, carrying out specific duties, including responsibility for the inclusion agenda and all pupils who fall within this area (SEND, EAL,Service, Pupil Premium)
* To fulfil the key responsibilities of the SENDCO outlined in the SEND Code of Practice
* To carry out teaching duties as required (through discussion with the headteacher)
* To carry out the duties of this post in line with the remit outlined in the *School Teachers’ Pay and Conditions Document*
* To line manage and lead Learning Support Assistants, including leading of the appraisal process
* To ensure that appropriate induction and ongoing CPD is in place for all support staff

**Duties and Responsibilities**

**Shaping the future**

* Support the headteacher and governors in establishing a vision for the future of the academy, including having an active role in the academy improvement planning process and academy’s self-evaluation
* Establish a vision for the development of the academy’s inclusive provision
* Promote a culture of inclusion and diversity within the academy community where all views are valued and considered
* Lead a team of ELSAs to promote the mental health and well-being of all children

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the academy community
* Lead on the provision of training and support related to SEND as required
* Support the development of the curriculum by reviewing the learning outcomes for all children managed within inclusion
* Carry out effective monitoring and evaluation of teaching and learning specific to inclusion (including lesson observation and data analysis)

**Developing self and working with others**

* Be responsible for promoting and safeguarding the welfare of children and young people within the academy
* To manage the academy’s inclusion team including any other multi agency providers
* Line manage Learning Support and Interventions
* Lead the appraisal process for LSAs and, where appropriate, support this for other members of staff
* Be responsible for the management of CPD related to inclusion

**Managing the Organisation and Securing Accountability**

* Contribute to regular reviews of the academy’s systems to ensure statutory requirements are being met
* Be an effective member of the Senior Leadership Team
* Support the staff and governing body in fulfilling their responsibilities with regard to inclusion
* Contribute to the reporting of the academy’s performance to the academy’s community and partners (including linked academies)

**Strengthening community**

Assist the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the academy offers

* To maintain contact with all specialist support services and attend relevant meetings
* To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
* Promote relationships and work with colleagues in other academies and external agencies
* Work with staff and Inclusion Leads across the Kite Academy Trust

**Specific tasks**

* Have responsibility for the academy’s SEND Information Report and SEND Policy; it’s development, maintenance and evaluation
* Interpret and analyse data and provide summary reports (including safeguarding reports) to the headteacher, staff and governors
* Implement and review a system of recording the progress of pupils on the SEND and Additional Needs register, EAL register and Pupil Premium children in partnership with parents, the class teachers and other relevant staff members
* Oversee the formal assessment process, which may result in an EHCP being drawn up and manage the annual reviews
* Assist teachers in the identification of children within inclusion, advising them on appropriate strategies
* Ensure provision of appropriate SEND intervention and assess its impact
* Support the headteacher and other colleagues in finding appropriate strategies to promote and support positive behaviour and manage any resulting training needs

**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. This job description may be reviewed as necessary in consultation with you.**