

Pay range – MPS – UPS3

Responsible to: Headteacher

Main Purpose of Role

- To promote the aims and objectives of the school, acting as an advocate for SEND and disadvantaged pupils.
- Determine the strategic direction of special education needs policy and provision across the school.
- Be responsible for the day-to-day organisation of support for SEND pupils
- Promote and develop inclusive practices across the school so that all pupils make good progress and reach their potential.
- Provide professional guidance to colleagues, working closely with staff, families and other agencies.
- Fulfil the responsibilities of a teacher, as set out in the STPCD.

Introduction:

The role of SEND and Inclusion Lead is a vital one to the success of the school and its pupils. The postholder will work closely with the school leadership team and Governors to set the strategic direction for inclusive practice across the school and monitor the effectiveness of classroom practice to promote positive outcomes for all pupils. The postholder will act as a child champion and will ensure that all school decisions are rooted in achieving the best possible outcomes, as well as evaluating and precisely identifying the next steps for the school to continually improve.

Key Responsibilities

- To uphold and be influential in setting the aims, ethos and policies of the school through:
 - Promoting equal opportunities
 - Having high expectations for all pupils
 - Promote inclusive teaching and learning opportunities
 - Celebrating pupil achievements
 - Fostering each child's self-esteem and confidence
- To create a safe, stimulating environment to promote pupil's independence through provision of a wide range of appropriate teaching resources.
- To safeguard and promote the welfare of pupils
- To plan positive learning experiences using responsible adaptations to provide challenge in each pupil's learning.
- To assess pupil's work and keep relevant up-to-date records.
- To report to parents/carers and outside agencies on pupil's individual progress using assessment records.
- To be responsible for promoting positive behaviour in school in line with school policy.
- To attend meetings with colleagues and parents/carers as required.
- To actively encourage parent/carer, teacher and pupil partnership ensuring each value the contribution of others.
- Have a strategic overview of provision for SEND and disadvantaged learners, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation.
- Maintain, adapt and hold strategic direction for SEND and Pupil Premium policy

- Maintain up-to-date knowledge of national and local initiatives that may affect school policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make funding more effective in promoting outcomes for individual and groups of pupils.
- Maintain an accurate SEND register and provision map for the school.
- Provide guidance to colleagues of teaching pupils with SEND and advise on the graduated approach for SEND support.
- Provide strategic direction for advancing progress and outcomes of disadvantaged learners.
- To hold the role of Designated Teacher for Looked After Children.
- Be aware of the provision within the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care and other external agencies.
- Be the key point of contact for external agencies, especially within the local authority.
- Analyse assessment data for pupils with SEND, and in receipt of Pupil Premium funding.
- Implement and lead intervention groups and provide advice for other colleagues, including to support the evaluation of their effectiveness.
- Identify a pupil's SEND.
- Coordinate and support colleagues in ensuring appropriate provision the meet the needs of pupils with SEND and those that are disadvantaged.
- Secure relevant services for pupils.
- Gather evidence in support of EHCP proposals and review EHCPs with parents/carers and pupils annually.
- Communicate effectively with parents/carers.
- Work with other school and colleagues to ensure effective transitions when pupils move on from the school.
- Promote inclusion for all pupils and insist on equitable curricular experiences for all pupils.
- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act.
- Prepare and review information that the school is required to publish.
- Contribute to the school improvement plan and whole-school policy.
- Identify training needs for staff and lead training to meet these needs.
- Promote an ethos and culture that supports the school's SEND policy and promote good progress for SEND and disadvantaged pupils.
- Lead and manage teaching assistants.
- Lead staff appraisals.
- Review staff performance on an ongoing basis.

**This is not an exhaustive list and is for illustrative purposes.*

Signed on behalf of the school:

Date:

Signed by employee:

Date: