

Job Description SENDCo/Inclusion Leader – Brighter Futures Learning Partnership Trust

Job Title:	Leader of Inclusion and SENCo
Grade:	Standard National Pay Scale in line with the current School Teachers' Pay and Conditions document plus additional TLR or Leadership Scale
School:	Brighter Futures Learning Partnership Trust
Responsible to:	Headteacher, The Local Governing Board of KSI
Supervisory responsibility:	Although there are no additional specific line management responsibilities attached to this role it is acknowledged that this role includes a responsibility to effectively communicate and work with staff. All teachers must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Teachers must maintain appropriate professional boundaries and respect the unique position of trust as a teacher at all times.

Main purpose of the post

- Work as a teacher and leader to ensure a high standard of education provision for pupils, to determine the strategic development of the SEN policy and provision in the school.
- To be an excellent practitioner and lead by example at all times.
- Actively participate in whole school self-evaluation and school improvement planning.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To take day-to-day responsibility for the operation of the SEN policy and co-ordination of the provision made for individual children with special educational needs and those who are classed as vulnerable.
- To work closely with staff, parents and carers as well as other agencies and professionals with regard to children with SEND and those who are classed as vulnerable.
- To oversee the records of all children across the trust with special educational needs.
- To provide professional guidance to colleagues with the aim of securing high quality teaching for children with special needs and those who are classed as vulnerable.
- Undertake duties of a teacher as agreed.
- Work with colleagues to monitor children's progress and attainment and continue to raise standards, ensuring that all SEND pupils make at least good progress.
- Make a positive contribution to the wider life and ethos of the school.

- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.
- Develop capacity through CPD, and be an effective member of a strong professional team.
- Work together with staff to promote and sustain an effective teaching practice that is focused on the rigorous implementation of improvement plans.
- Work with the leadership team to develop and implement the School Improvement Plan.
- Effectively work with teachers and support staff to develop strategies for improving teaching, seeking out and modelling best practice, monitoring the quality of teaching and learning and putting in place mechanisms to constantly improve the SEN provision.
- Ensure that a consistent approach to policies and procedures is adhered to.
- Work effectively at all times with the governing bodies, parents, members of staff and other schools as representative of the school.
- To focus on improving teaching and learning to pursue excellence for the school.
- Prioritise effectively to ensure that own and staff deadlines are met on a timely basis.

Leading Teaching and Learning - specific responsibilities

- To consistently provide high standards of teaching and curriculum planning to extend and build pupils knowledge.
- Seek to develop effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of children's needs.
- To have excellent subject knowledge and use imaginative teaching strategies that match individual needs and engage pupils in challenging tasks.
- To assist in evaluating and improving the SEN provision across the school in order to raise attainment.
- To enhance the classroom practice.
- Ensure that the curriculum is broad and balanced and meets the needs, aptitudes and interest of pupils, promoting successful progression appropriate to their age and the curriculum requirements.
- To work with other teachers to provide high quality learning, setting high expectations and establishing a stimulating environment for pupils.
- To know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Manage behaviour effectively to ensure a good and safe learning environment, establishing a framework for discipline using a range of strategies.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

This job description will be reviewed annually. The next review will be June 2022.

Signed Post Holder:.....Date:.....

Chair of Governors: Date:.....

Headteacher: Date:.....