



Job Description

Job Title:		Senior Lead for Inclusion and Additional Educational Needs			
School:		St Hilds Church of England School			
Date:	October 2020	Status:	Final	Pay Range:	L7 – L11
Responsible for:	Designated learning support and inclusion staff				
Responsible to:	Deputy Headteacher				
Job purpose:	To ensure the highest possible educational outcomes for learners within Key Stages 3 and 4 with significant barriers to learning: by systematically identifying need and enabling access to the whole curriculum: contributing to the strategic development; implementation and evaluation of the curriculum; ensuring effective teaching and learning and also to line manage a significant number of people.				

Main responsibilities

Main responsibilities The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

1. Carry out the professional responsibilities of a Senior Leader, in addition to those of a Teacher, as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
2. As a teacher on the Leadership Group pay range, contribute to formulating the aims and objectives of the school, establishing the policies and practice through which they are to be achieved, managing staff and resources and monitoring progress towards their achievement.

Lead Teaching and Learning Responsibilities

3. Contribute to the leadership, development and evaluation of the whole school curriculum, in order to provide an ambitious curriculum that meets the needs of all learners and improves their outcomes; particularly those with additional education needs, including SEND and EAL. Lead the development of an integrated whole school approach for all age groups.
4. Contribute to the leadership of learning across all curriculum areas, including the development and implementation of assessment, data analysis and the appropriate intervention strategies to ensure that all learners (particularly those with additional education needs, including SEND and EAL), are appropriately prepared for the next stage of education, employment or training.
5. Coordinate multi-agency support both internally and externally to ensure provision supports individual needs to ensure improved outcomes for pupils.
6. Lead, develop and enhance the teaching methods and practice of others, (particularly with regard to additional education needs, including SEND and EAL), through coaching, professional development and promoting improvement strategies to secure effective teaching and learning for all learners.
7. Lead on KS2 to KS3 transition (including Local Authority initiatives) ensuring the effective and efficient transfer of all students' information in preparation for September.
8. Line manage a team with a significant number of colleagues including the effective recruitment, appraisal and development of its members to enable the team's priorities and plans to be achieved.
9. Facilitate a professional culture within the team and across the school which encourages colleagues to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
10. Undertake the statutory roles of SENCO on behalf of the school. In liaison with the safeguarding lead ensure that the school's provision for all vulnerable learners is effective.

Generic Teaching and Learning Responsibilities

11. Contribute significantly, where appropriate, to implement workplace policies and practice and to promote collective responsibility for their implementation.
12. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
13. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

14. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
15. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
16. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
17. Take responsibility for ensuring an awareness and understanding of local opportunities which support our school community.

Trust responsibilities

18. Work to fulfil the vision and values of the trust.
19. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
20. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
21. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
22. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
23. Participate in appraisal, training and development and other activities that contribute to performance management.
24. Attend and participate in regular team and 1:1 meetings.