

JOB DESCRIPTION

Job Title	HAVENS STRATEGIC INCLUSION LEAD
Salary	L8 (£56,082) – L11 (£60,488)
Responsible to	Head Teachers / Executive Headteacher

Main purpose of the role

To assist in improving the expertise and availability of SEN support for local primary schools within the Havens alliance in the promotion, direction and oversight of high standards of teaching and learning, and the development of an enhanced family support offer for children with SEND across the seven primary schools in Newhaven and Peacehaven, as detailed below.

- To be responsible for the education and pastoral needs of pupils in accordance with the contractual obligations of the current 'School Teachers' Pay and Conditions Document'.
- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- To assist the Headteachers and SENCOs in the organisation, management and development of SEND provision across all the Havens schools, carrying out specific duties including responsibility for the inclusion agenda and all pupils who fall within this area (SEND, EAL, EMA, PPG)
- Lead, develop and enhance teaching practices of others across the Havens schools.
- Lead, develop and manage inclusive practice throughout the Havens schools.

Duties and responsibilities

Shaping the future

- Support the Havens Headteachers in the strategic direction of the school, with a particular focus on Inclusion.
- Play a supporting role in the school improvement planning process, through agreed inclusion priorities.
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development as required.
- Lead by example especially when implementing change and improvements in standards.
- Promote a culture of inclusion within the community where all views are valued and taken account of.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the community, with a particular focus on meeting the needs of children with SEND and EAL.
- Work with the Headteachers and SENCOs to raise standards, as outlined in the schools' improvement priorities.
- Help with the provision of training and support for staff in all areas of inclusion.
- Contribute to the development and review of all aspects of the curriculum for SEND including planning, recording and reporting, and assessment for learning.
- Be responsible with the Headteachers and SENCOs, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the schools, e.g. learning walks, statistical analysis and target setting for pupils with SEND.
- Be responsible with the Headteachers and SENCOs for ensuring that all children with specific needs are appropriately supported to access the curriculum.

Developing self and working with others

- Promote and protect the health and safety and welfare of pupils and staff.
- Be responsible for promoting and safeguarding the welfare of children and young people across the school communities.
- Undertake training to be able to contribute as a Senior Designated Officer for Child Protection.
- Support the development of collaborative approaches to learning within the schools and beyond.
- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to Inclusion.
- Contribute to the management of the timetables and allocation of support across the schools in respect of Inclusion.
- Upon request, to offer advice and training to the schools' inclusion teams including any external provision.

Securing accountability

- Support head teachers and SENCOs in fulfilling their responsibilities with regard to inclusion.
- Contribute if required to the reporting of the school's performance to the school's community and partners.

Strengthening community

- Assist the Headteachers and SENCOs in developing the policies and practices which promote inclusion and equality.
- To maintain contact with all specialist support services.
- To manage and develop the access of extended services for all children across the Havens primary schools.
- Promote relationships and work with colleagues in other schools and external agencies.

Specific tasks

Have oversight for the schools' SEND and Inclusion policies, including where appropriate, their development, maintenance and evaluation. This includes the following:

- Identify training needs across all Havens primary schools, facilitate and/or deliver this training as needed, in agreement with head teachers.
- Assist SENCOs in the identification of children within inclusion, advising them on appropriate strategies.
- Present termly reports to Havens Head teachers on Inclusion.
- Facilitate communication with parents of EAL and other ethnic minority parents and carers, to help them understand their child's work and progress at school and ensure that their views and concerns are understood.
- Contribute to the oversight of the school's SEND register and pupil records.
- Support the Headteachers and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs.
- Monitor and assist with the referral of children to the various support services and outside agencies and to liaise with them.
- Liaise with East Sussex County Council and other bodies as appropriate to ensure that SEND practice in the Havens primary schools is aligned with and complements that across other Education Improvement Partnerships and alliances.

Safeguarding commitment

All primary schools across the Havens Alliance are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed

about relevant changes and emerging themes within the sector.

Commitment to Equality

All primary schools across the Havens Alliance have a strong commitment to achieving equality of opportunity in their services to the community and in the employment of people. They expect all employees to understand, comply with and to promote their policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the role.

PERSON SPECIFICATION

Job Title: HAVENS Strategic Inclusion Lead

Qualifications and Experience				
	Essential	Desirable	Application	Interview
<u>1</u>	Qualified Teacher Status		✓	
<u>2</u>	Recent relevant training including the NASENCO or a willingness to work towards this.		✓	✓
<u>3</u>	Designated Safeguarding Officer Training or willingness to work towards this.		✓	✓
<u>4</u>	Experience of working with or as a SENDCo across a primary or specialist setting.		✓	✓
<u>5</u>	Experience of managing the needs of vulnerable pupils across a primary setting.		✓	
Abilities and Skills				
<u>6</u>	Effective behaviour management skills; ability to develop excellent relationships.		✓	✓
<u>7</u>	Ability to communicate effectively with all members of the school community.			✓
<u>8</u>	Ability to identify and implement successful inclusion strategies for all children.		✓	
<u>9</u>	Ability to promote a positive educational ethos.		✓	✓
<u>10</u>	Ability to plan, teach and assess effectively and to a high standard, meeting deadlines.		✓	
<u>11</u>	Ability to lead, motivate and influence others effectively.		✓	✓
<u>12</u>	Ability to raise standards.		✓	✓
<u>13</u>	Ability to advise/model how to work effectively with vulnerable families in a proactive and supportive way.		✓	✓
Knowledge and Understanding				
<u>14</u>	Able to track and interpret school performance data, identifying areas for improvement.		✓	✓
<u>15</u>	Excellent understanding of curriculum, national strategies and pedagogical issues.		✓	✓
<u>16</u>	Thorough understanding of and commitment to equality of opportunity.		✓	✓

Personal skills and attributes				
Essential		Desirable	Application	Interview
<u>17</u>	Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		✓	✓
<u>18</u>	Ability to work independently and on own initiative; take responsibility for own professional development.		✓	✓
<u>19</u>	Ability to work effectively with a range of stakeholders, including head teachers, SENCos, teaching support staff and ESCC representatives.			
<u>19</u>	Work effectively with parents and the wider community		✓	