

# Pickwick Academy Trust



## Job Description

**Job Title:** Inclusion Leader

**Responsible to:** Headteacher

### **Purpose of Job:**

To promote and develop the values, skills and organisation necessary for high quality inclusive education throughout the school, enabling high quality inclusive teaching and learning which will enable all children to achieve their full potential.

The Inclusion Leader plays an important strategic role in the leadership of the school, developing systems and teaching to ensure high levels of achievement for all groups of pupils. The role involves supporting classroom teaching and learning, co-ordinating appropriate provision for children with special needs and liaising with colleagues, parents/carers, therapists working on-site and outside agencies. The Inclusion Leader oversees provision for pupils with special educational needs and/or disabilities (SEND), ethnic minority pupils, looked after children, pupils with English as an additional language, pupils in receipt of the pupil premium, pupils with medical conditions, able, gifted and talented pupils, and other identifiable groups who need support. The Inclusion Leader oversees the onsite provision for children requiring additional therapies or expertise.

### **Responsibilities Specific to the Post**

- Be accountable for raising the standards of teaching, learning and achievement for all children identified as having specific needs.
- Lead learning and co-ordinate the strategic management and development of inclusion across the school so that all pupils with a range of additional needs, in the identified groups above and in each class, are well supported across the school and make very good progress.
- Oversee and ensure quality provision and interventions are in place for children with a range of additional needs.
- Develop school-based provision for children with SEN working with team of professionals and therapists.
- Ensure appropriate targets, plans and pupil profiles exist for all identified children.
- Lead, develop and enhance the teaching practice of all staff, through monitoring, evaluating and promoting improvement strategies to secure effective learning and teaching.

- Be part of the Leadership Team, having collective responsibility for school self-evaluation, understanding and using data and planning appropriate provision so that all children in designated groups achieve well within expectations.
- Line manage delegated staff and be involved in the recruitment, performance management and development and induction of staff with respect to inclusive practices and where appropriate their specific deployment.
- Develop and lead INSET to support effective inclusive practices and provision in school.
- Ensure all staff are aware of and fulfil their statutory duties with regard to SEND.
- Take on responsibility for safeguarding where required.

### **Teaching, Learning and Assessment**

- Be an outstanding practitioner who knows and understands how pupils learn.
- Be an exemplar of high-quality teaching and learning demonstrating when working with small groups and with individuals how to meet the needs of all children so that others are inspired and motivated.
- Offer support, guidance and advice to assist collaborative planning linked with a programme of monitoring and evaluation.
- Establish, review and update as necessary the School Improvement Plan for Inclusion.
- Oversee, and work collaboratively with other staff, to ensure the effective coordination of intervention programmes to support designated groups of pupils.
- Actively seek out ways to enrich the learning experience of children through the coordination of the wider school curriculum and extended learning for pupils in identified groups.
- Develop and support systems of assessment for all children and participate in pupil progress meetings and action planning.

### **Knowledge and Understanding**

Maintain an up to date knowledge and understanding of:

- The school's vision and values.
- The school's policies particularly with reference to Inclusion.
- The school's priorities, targets and improvement plan.
- Statutory legislation with regard to Inclusion and SEND.
- Local arrangements for SEND.
- The statutory curriculum requirements and requirements for assessment, reporting and recording pupil's attainment and progress.
- The characteristics of high-quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils within the designated groups.

### **Communication**

- Ensure that the Executive Head Teacher and staff team are kept informed about issues relating to Inclusion.

- Ensure parents are partners in the education of their children and have a good understanding of their child's achievement and support.
- Work creatively to strengthen pupil voice for all pupils from identified groups.  
Liaise and work co-operatively and collaboratively with colleagues.
- Work with and co-ordinate the multi-disciplinary team of professionals working with children from identified groups both externally and from other agencies.
- Promote links with other schools and networks.
- Ensure effective record keeping and systems are in place and kept up to date for identified pupils.
- Work closely with the SEN/Inclusion Governor and contribute to governors' meetings and reports on a regular basis.

### **Resources**

- Manage the Inclusion budget ensuring that expenditure provides good value for money.
- Establish resource needs for the school and advise the Executive Head Teacher and senior leadership team of priorities for expenditure and allocate resources effectively.
- Ensure that relevant resources are kept up to date, catalogued and stored in an organised way, and accessible to staff.
- Where relevant, work with the Executive Head Teacher and leadership team in decisions relating to the deployment of staff.
- Ensure that Inclusive practice is represented in display and through the curriculum around the school.
- Ensure that equipment and resources for Inclusion comply with health and safety requirements.

### **Monitoring, Evaluation, Review and Development – Relevant to designated groups of pupils**

- Play a role in the strategic self-evaluation process.
- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform decisions relating to identified groups of children with a range of additional needs.
- Monitor planning, records and reporting of inclusive practice.
- Identify areas for staff professional development and be aware of possible ways of addressing these needs.
- Monitor the progress made in implementing the improvement plan and towards targets and evaluate the effects of the above on teaching and learning using this analysis to guide further improvement.

### **Other:**

- The nature of the work requires the post holder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.
- The post holder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

- The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.
- The post holder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.
- The post holder will be responsible for personal Continued Professional Development.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:.....

Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

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Print Name:.....

Date:.....