



Job Description

Role Title: Inclusion Lead (SENDCo)/Teacher
Contract: Full-Time
Salary: Upper Pay Scale
Reports to: Headteacher
Status: Core Member of the Senior Leadership Team (SLT)

Main purpose

The Inclusion Lead will champion a nurturing, inclusive culture across the school, ensuring that every child is known, valued, and supported. They will oversee the strategic and operational management of SEND provision. They will also contribute to whole-school leadership, lead cultural change, and effectively manage staff to secure the highest standards of provision.

The Inclusion Lead plays a pivotal role in shaping the culture and strategic direction of the school. This is an exciting opportunity for a nurturing leader to drive high-quality provision for all pupils and contribute meaningfully to whole-school improvement.

Key Responsibilities

Strategic Leadership

- Contribute fully to the Senior Leadership Team, shaping and delivering the school's strategic vision.
- Lead on inclusion, SEND, and pastoral systems to promote a culture of nurture and high expectation.
- Drive cultural change that supports whole-school improvement and ensures inclusive practice.
- Use data, evidence, and reflective practice to inform strategic decisions and intervention planning.

SEND Leadership

- Oversee the identification, assessment, and provision for pupils with SEND.
- Ensure statutory compliance, including EHCP processes, annual reviews, and accurate record-keeping.
- Line-manage support staff, including teaching assistants and pastoral staff.
- Develop and implement effective systems for tracking progress and provision for SEND pupils.
- Lead high-quality CPD for staff on inclusive practice and SEND strategies.
- Maintain strong relationships with external agencies to secure additional support when needed.

Teaching and Learning (based on full-time contract)

- Model excellent, inclusive classroom practice in classrooms across the school.
- Coach and mentor staff to improve practice and strengthen inclusive pedagogy.

Pastoral and Behaviour Leadership

- Promote a nurturing ethos that prioritises emotional wellbeing alongside academic learning.
- Oversee pastoral systems, including safeguarding support, behaviour plans, and attendance initiatives.
- Work closely with families to engage them as partners in their child's learning.

Staff Leadership and Management

- Lead, inspire, and develop staff to deliver high-quality inclusive provision.
- Provide constructive challenge, coaching, and performance management.
- Build a collaborative, open culture focused on continuous improvement.

This role will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified Teacher Status (QTS).• National Award for SEN Coordination (or equivalent significant SENCo experience) or strong commitment to undertaking this qualification.• Evidence of recent leadership training or professional development.

Experience	<ul style="list-style-type: none"> • Experience as a SENDCo/equivalent SEND leadership role. • Proven track record of impactful leadership of SEND in a school setting. • Proven experience of effective classroom practice across the primary phase • Strong experience working with pupils with diverse needs and families. • Demonstrable success in driving cultural or whole-school change.
Knowledge and skills	<ul style="list-style-type: none"> • Deep understanding of SEND legislation, processes, and best practice. • Highly efficient organisational and administrative skills. • Excellent interpersonal skills: nurturing, empathetic, and highly relational. • Ability to analyse data to inform decision-making. • Strong communication skills, including the ability to deliver CPD. • Ability to remain calm, resilient, and solution-focused under pressure
Personal qualities	<ul style="list-style-type: none"> • Nurturing, compassionate, and child-centred in all interactions. • A reflective leader who models professional integrity. • A positive change-maker with high expectations for all. • Adaptable, proactive, and committed to continuous improvement • A good sense of humour
Desirable Characteristics	<ul style="list-style-type: none"> • Experience as part of a Senior Leadership Team. • Experience leading safeguarding, behaviour, or pastoral care. • Expertise in trauma-informed or therapeutic approaches. • Success securing funding or coordinating multi-agency provision

Notes:

This job description may be amended at any time in consultation with the postholder.

March 2026