



# King Edward VI Handsworth Wood Girls' Academy

## Director of Inclusion – SENDCo

### Job Description

Responsible To: Deputy Headteacher – Pastoral Care

Leadership Responsibility: Inclusion and SEND provision across Key Stages 3–5

Role within School: Member of the Extended Leadership Team

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#### **Purpose of the Role**

To provide strategic and operational leadership of inclusion and SEND provision across the school, ensuring that students with special educational needs and disabilities receive high-quality, inclusive support that enables them to achieve their full potential.

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#### **Key Responsibilities**

##### **Leadership of Inclusion (Extended Leadership Level)**

- Lead the development and implementation of inclusive practice across Key Stages 3–5
- Contribute to school improvement planning through Extended Leadership Team meetings
- Work collaboratively with Senior Leaders to embed inclusive approaches

##### **SEND Provision & Compliance**

- Oversee identification, assessment, and support for students with SEND
- Ensure EHCPs and SEND support plans are implemented, reviewed, and compliant
- Maintain oversight of statutory requirements and the SEND Code of Practice

##### **Staff Support & Development**

- Support teachers with differentiation and inclusive classroom strategies
- Lead SEND-related CPD and guidance for staff
- Coordinate and deploy teaching assistants effectively

### **Partnership & Communication**

- Act as the main point of contact for parents/carers regarding SEND
- Liaise with external agencies and the local authority
- Contribute reports and information to governors and senior leaders

### **Operational Management**

- Maintain accurate SEND records and data
  - Manage SEND resources and contribute to budget discussions
  - Monitor and evaluate the impact of SEND provision
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### **Safeguarding**

King Edward VI Handsworth Wood Girls' Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check.