



Our Lady's Catholic Primary School

JOB DESCRIPTION

Job Title: Inclusion (SEND and Pastoral)	Grade/Level: Grade E SCP 27 to SCP 33. £38220 to £44075
Reporting to: The Headteacher and the Governing Body	
Core Purpose: <ul style="list-style-type: none">• To promote and uphold high standards of attainment and behaviour from pupils.• To support staff and pupils to be the best that they can and work towards an environment where:<ul style="list-style-type: none">➢ All pupils make at least good progress.➢ Teaching is consistently good or outstanding for all areas of need.	
Main Responsibilities: <ul style="list-style-type: none">• Set high expectations which inspire, motivate and challenge pupils• To support the effective leadership and management of the school, thereby build and maintain an effective teaching team, which continually enhances the quality of learning and achievement.• To support/lead on an aspect of data and reporting to develop the work of the school and identify intervention to ensure all pupils achieve specially with a focus on our pupil premium/ LAC children.• To work with the Senior Leadership Team to support staff and pupils to be the best that they can and work towards an environment where all pupils make at least good progress• Actively support the Catholic ethos of the school in relationships with children, colleagues and parents, both in class and around the school• SENDCO role supporting pupils and families who have additional needs• Pastoral lead and DSL – to support families and pupils during difficulties and make referrals and attend meetings where required and as appropriate• Positive Behaviour and inclusion lead• Support the attendance team in promoting, monitoring and following up attendance concerns• To lead and manage the work of support staff within school	
Leadership <ul style="list-style-type: none">• Inspire staff through leading by example and upholding professional standards at all times.• Play a major role in the school's middle leadership assisting the Headteacher in creating a vision, sense of purpose and pride about the school and its work.• Support continuous improvement of the quality of teaching and learning in the school.• Support discipline in the school, including supporting staff during lessons when appropriate.• Play a major role as a leader in the development of all aspects of the school, including its policies and their implementation.• Develop and maintain effective methods of communication with the Headteacher, SLT, other staff, pupils, parents/carers, governors, external agencies and the wider community• Identify and applaud areas of success for individual teachers and the school.• Help create an effective team by promoting collective approaches to problem solving and curricular/school development e.g. consult when writing the improvement plan and produce resources as a team.• Deploy all school staff effectively in order to establish an effective work-life balance.• Liaise with other staff on the effective deployment of any Teacher Assistants or other support staff.• Ensure the maintenance of accurate and up-to-date pupil data.• Make use of analysis and evaluate performance data provided.	

Curricular

- Develop school strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
- To ensure those pupils with additional learning needs are effectively supported within the school, including providing curriculum adaptations and subject-specific professional development for practitioners working with those pupils.
- Ensure that the school supports the implementation of all current statutory requirements e.g. Disability Discrimination Act, Safeguarding and Equality etc.

Quality Assurance

- To be involved in the school programme of internal/external reviews and to produce action plans for future development.
- To contribute to the development and amendment of faculty improvement planning throughout the academic year, supporting the Director of Learning to establish a culture of high standards and improvement.

Liaison/Communication

- Meet regularly and work with the Headteacher for professional support and develop effective management.
- Liaise with colleagues from other key stages in order to provide a smooth transition between schools and phases for all pupils.
- Inform staff about new developments and ideas related to SEND / pastoral
- Contribute to the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
- Provide helpful and accurate responses to parent/carer enquiries.

Additional Responsibilities

Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

Health & Safety

- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

Safeguarding

- The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out
- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the post holder is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.



- Ensure compliance to Safeguarding Policies and Procedures within the MAC

Our Lady's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An online search will also be carried out as part of due diligence on all short-listed candidates.