

## **Inclusion Lead & SENDCO**

### **Job description**

Post: Inclusion Lead/SENDCo

Salary: UPS3 and TLR2 (based on experience)

Responsible to: Headteacher

#### **Main Role**

- Lead whole school inclusion and promote the inclusion of all children within the school community.
- Lead and manage the provision for special educational needs (SEND) within the school.
- Develop and oversee the implementation of the school's SEND strategy and policy.
- Carry out assessments of children with SEND to identify needs and monitor progress.
- Support classroom teachers in the identification and assessment of children with SEND.
- Coordinate the support for children with SEND, liaising with staff, parents, and external agencies.
- Take on pastoral duties, supporting the emotional and social well-being of children.
- Work as part of the senior leadership team to ensure the school's policies and practices are Inclusive.
- This role will involve up to 50% teaching responsibility

#### **Duties and responsibilities:**

##### **Strategic Leadership of SEND Policy and Provision**

- Support the school's vision, ethos and policies to secure effective teaching, successful learning and high achievement for all children.
- Contribute to the creation, implementation and evaluation of the school's strategic plan, ensuring Inclusion and SEND priorities are embedded in the SIP.
- Maintain up-to-date knowledge of national and local SEND initiatives and ensure policies reflect current guidance.
- Evaluate the effectiveness of SEND provision, analyse its impact on children's outcomes and recommend improvements, including the effective use of funding and resources.

##### **Raising Achievement and Monitoring Progress**

- Use internal and external pupil data to set targets and monitor progress for children with SEND, PP and other vulnerable groups.
- Provide a model of high-quality teaching and support colleagues in implementing the graduated approach to SEND support.
- Lead, monitor and evaluate intervention groups to ensure they meet all children's needs.
- Maintain an accurate SEND register, provision maps and timetables for support.

##### **Working with Staff, Parents and External Agencies**

- Offer guidance to staff on identifying and supporting children with learning, behavioural, medical, emotional or language needs, including those who are most able.

- Communicate regularly with parents/carers, ensuring they are informed about provision, progress and curriculum.
- Act as a key contact for external agencies (including the LA), securing appropriate services and coordinating multi-agency work.
- Work with EY providers, other schools, health and social care teams and educational psychologists to support children's needs.
- Understand the New Ofsted criteria for inclusion and how to meet the guidance.

### **Managing Provision and Supporting children**

- Coordinate SEND provision and monitor its effectiveness, ensuring records are accurate and up to date.
- Review EHCPs with children and families, ensuring needs are met.
- Ensure smooth transitions by sharing relevant information when children move to another setting.
- Promote inclusion across the school, supporting children's access to the curriculum, wider opportunities and school community.

### **Leadership and Management**

- Work with the Headteacher and Governors to ensure compliance with the Equality Act 2010, including reasonable adjustments and access arrangements.
- Prepare and review statutory information for the governing board.
- Contribute to the School Improvement Plan (SIP) and whole-school policies.
- Identify staff training needs and organise appropriate CPD, including leading INSET.
- Share and promote key SEND procedures and policies across the school.
- Foster an ethos that supports the SEND policy and promotes positive outcomes for pupils with SEND or disabilities.
- Lead and manage teaching assistants working with SEND pupils.
- Create and maintain the school's provision map and timetable for SEND support.

### **Safeguarding**

- Work closely with the designated safeguarding lead (DSL) on safeguarding and welfare matters relating to pupils with SEND.
- Remain vigilant to the increased vulnerability of pupils with SEND.
- Safeguard and promote the welfare of all children, following school policies and the staff code of conduct.