



## Director of Inclusion (SENDCO)

### Job description

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|-------------------------|-------------------------------------------------------------------------|
| <b>Salary:</b>          | L10 - L13                                                               |
| <b>Contract type:</b>   | Permanent                                                               |
| <b>Reporting to:</b>    | Deputy Headteacher                                                      |
| <b>Responsible for:</b> | To lead and manage whole-school Inclusion and supportive SEND practice. |
| <b>Line management:</b> | SEND Team                                                               |

### Purpose

To provide strategic and operational leadership within the learning support team, providing direction, vision, ethos, systems and policies which promote, via inclusive practice, high levels of access and achievement, and meet equality and equity objectives to secure outstanding outcomes for all learners, including our most vulnerable.

### Safeguarding

- Uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all students
- Contribute to the safeguarding culture across the school by showing vigilance, awareness and proactivity
- Ensure that risk assessments and health and safety checks are carried out in line with School policy

### Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive

- Deliver the schools vision, ethos, policies and systems for highly effective whole-school Inclusion, and SEND provision, promoting high levels of access, participation and achievement for all learners and ensuring that inclusive practice is embedded across all aspects of school life.
- Design and develop an inclusive curriculum pathway of support for the most vulnerable learners to access opportunity and achieve success
- Provide highly effective and strategic and operational leadership of the SEND department and inclusion provision across the school, promoting high-quality adaptive teaching and inclusive classroom practice that enables all learners to achieve success.
- Monitor, support, and have accountability for the overall progress and development of SEND students, including specific responsibility for students requiring additional provisions as a leader and manager across the school
- Deliver effective leadership, of inclusion across the school, championing the educational outcomes, wellbeing and life chances of students with SEND and other vulnerabilities.
- Identify, address and support individuals and groups of students with additional need, including those with barriers to learning and access to education, including EAL, attendance, SEMH, and SEND
- Promote the vision and direction for the school, setting out very high expectations with a clear focus on opportunity, engagement, excellence, achievement, progress and behaviour
- Contribute to school strategic and development planning and lead whole-school developments in inclusion and SEND, ensuring that inclusive principles underpin curriculum design, teaching, learning, behaviour systems and pastoral provision.
- Ensure the school meets Statutory obligations as SENDCo, including for those students with EHCPs
- Manage all engagement with external agencies and parents, including for statutory processes such as annual

reviews

- Develop effective relationships with external providers and experts to provide effective interventions and provisions to meet needs
- Remain up to date with current legislation and guidance and advise on required development needed to ensure the school is meeting its obligations
- Contribute SEND and inclusion expertise to safeguarding decision-making, ensuring that the additional vulnerabilities and risks associated with SEND are fully considered in planning and intervention.
- Work closely with safeguarding, attendance and pastoral teams to identify and support students whose needs, vulnerabilities or barriers to learning place them at risk of poor outcomes.
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## **Leadership and Management**

- Report to SLT and governors (when requested) on the quality of inclusive education
- Through regular monitoring, quality assurance activities and stakeholder feedback, ensure that the delivery of Inclusion and SEND provision meets the needs of learners and drives continuous improvement.
- Monitor and support the performance of teachers and support staff in relation to inclusive practice and SEND provision across the school.
- Appraise colleagues who are under your line management in line with the school's appraisal policy
- Manage the budget for the department and review spending for SEND
- Provide strategic leadership for vulnerable learner groups, ensuring effective collaboration between SEND, safeguarding, attendance, behaviour and pastoral teams.

## **Staff Development**

- Coach and mentor teachers
- Lead CPD to develop outstanding inclusive teaching and learning across the school
- Carry out rigorous self-evaluation and review and to act on the findings to bring about improvement
- Maintain a focus on continuous improvement and the development and sharing of good practice
- Help to ensure that students' views on the ways in which learning is organised and supported are heard and responded to
- Write and schedule reports, analysing data, identifying trends and sending reports and recommendations to your Senior Leaders in an agreed format
- Provide effective advice and support to staff to ensure the maintenance of good conduct and relationships within and beyond your team
- Develop staff understanding of the relationship between SEND, safeguarding, behaviour, attendance and wellbeing to ensure that barriers to learning are identified and addressed effectively.
- Support teachers and leaders to implement evidence-informed inclusive practice, promoting high expectations and equitable outcomes for all learners.

## **General**

All School staff are expected to:

- Work towards and support the school's vision and the objectives
- Fully subscribe to the School Values of Respect, Commitment, Kindness, Responsibility and Community in regard to themselves, the school and our young people
- Communicate effectively to all members of the team
- Support and contribute to the school's responsibility for safeguarding students
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to School policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised

- Other responsibilities as reasonably requested and commensurate with the grading of the post
- Any such duties that may from time to time be reasonably assigned by the Headteacher

**Review**

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time following discussion.

This document should be read in conjunction with the job description for Teacher and the Teachers' Standards.