



Job Description

Job Title:	SENDCO / Inclusion Lead
Salary:	MPS + SEN Allowance
Contract:	Full Time, including 1.5 days per week providing teaching cover
Responsible to:	Headteacher
Responsible for:	Learning Support Assistants and ELSA Practitioners

Purpose:

- To ensure pupils make good or better progress through effective management of special educational needs
- To ensure that all children reach their full potential regardless of their differing starting points
- To uphold, formulate and promote the school's vision and support its aims and objectives
- To contribute to the professional leadership of the school as part of the leadership team to continue to raise standards of achievement
- To support the school in using specific funding efficiently and effectively
- To keep children safe, happy and healthy throughout their time at Nova

Primary Duties:

- To develop, implement and monitor policies and practices for Inclusion and SEND
- To ensure that pupils with additional needs are targeted and supported through effective differentiation, and their progress closely monitored
- To work with Senior Leadership Team to undertake appropriate data analysis to support this process and support class teachers
- To support colleagues and work alongside lead professionals sharing expertise and knowledge to plan accordingly
- To work with the Senior Leadership Team and SEND colleagues to develop a plan of provision, support and intervention, supporting class teachers with their implementation
- To work with staff, parents/carers and external agencies to develop support plans or complete applications for additional funding and support, organising and chairing reviews where necessary
- To manage SEND funding, according to clear identified priorities
- To undertake the role of Designated Teacher for Looked After Children
- To act as an effective line manager for members of the Learning Support Team
- To implement the Trust's Professional Development Review policy with allocated staff
- To promote and model the school behaviour policy at all times
- To be part of the school's safeguarding team as a Deputy DSL
- To communicate regularly with the governing body and its committees

- To carry out Senior Leadership Team responsibilities such as playtime duties, assemblies, leadership meetings and promoting the school in the local community

General Duties:

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, school policies and codes of practice
- Work in compliance with the School Codes of Conduct, Regulations and policies, and the City Council's commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

This Job description and the allocation of specific responsibilities may be amended from time to time in negotiation with the post holder.