



Job Description - Inclusion Lead

Date of appointment: 1st May 2022 or sooner

Job purpose

The Inclusion Lead will work closely with the Headteacher and colleagues in the strategic development of the school's SEND and Pupil Premium policies with the aim of raising pupil achievement in these groups.

Responsibilities as Inclusion Lead:

Leadership

- To provide strategic direction in regard to SEN provision throughout the school
- To ensure that the SEND and PPG policies are compliant and being effectively administered
- To monitor the quality of SEN support
- To maintain the SEND register of pupils
- To ensure the smooth transition of pupils with SEND and PPG
- To ensure that awareness of SEND issues is maintained across all of the teaching staff
- To co-ordinate arrangements for assessments (school and external assessments) for pupils who are entitled to extra time, reading assistance and scribing
- To contribute towards the appraisal of Learning Support Assistants on an annual basis and to identify further training needs
- To coordinate the whole school provision map and staff timetabling to facilitate this
- To write an annual review and development plan for SEND and to ensure that the objectives to develop SEND are reflected in the School Development Plan
- To report annually to the Governing Body and to liaise with the SEND and PPG Governors
- To attend Pupil Progress meetings where appropriate
- To promote a creative and collaborative working environment and to create, maintain and enhance effective relationships

Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for pupils with SEND and those in receipt of PPG
- To work with all staff to develop effective ways of bridging barriers to learning through:
 - Assessment of needs
 - Monitoring of teaching quality and pupil achievement
 - Target setting, including the production of personal provision maps
- To work with the Headteacher, teaching staff and pastoral staff to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils
- To consider the range of teaching strategies/equipment that could be utilised for pupils with SEN

Monitoring, Assessment, Planning and Tracking

- To assist in the identification of pupils' Special Educational Needs
- To oversee the writing and regular review and updating of personal provision maps
- To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support
- To liaise with class teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
- To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented
- To use data generated by school assessments effectively to inform future pupil progress
- Analyse and interpret relevant school, local and national data and advise on the level of resources required to maximise achievement

Communication and Reporting

- To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the provision maps, and to be proactive in communication about these issues
- To make recommendations to parents concerning the use of external agencies for identifying SEND
- To liaise with staff, parents and external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision

Professional Knowledge and Development

- To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies
- To participate in staff training provided by the School and where appropriate to lead training on SEND issues
- To look for external training opportunities that further professional development and fulfil the training targets agreed during appraisal

Other professional requirements

- To write and submit EHCP applications
- To co-ordinate all annual reviews and attend and chair these where necessary
- To liaise with families and external organisations in respect of our Looked After Children and ensure that all PEP paperwork is completed and submitted in accordance with the deadlines
- To identify the links between the SEND pupils and Pupil Premium Pupils
- To arrange and attend TAF meetings