



Essendon C of E (VC) Primary School

Encouraging Everyone's Light to Shine



Job Description

JOB TITLE:	Inclusion Lead
REPORTS TO:	Principal or SENCo
SALARY RANGE:	H4

Main purpose

To work with the SENCo and teachers as part of the inclusion team to organise and support teaching and learning activities for SEN pupils. The primary focus is to oversee the administration of SEND and safeguarding and to work with individuals and groups delivering specified work under the direction of the SENCo. The post holder also plans, organises, and undertakes other related duties to fully support the SENCo and pupils in class with needs.

Key responsibilities

1. Use teaching and learning objectives to plan, evaluate and adjust lessons/ work plans as appropriate within agreed systems of supervision.
2. Oversee and deliver specified work to individuals and small groups modifying and adapting activities as necessary.
3. Attend key external meetings.
4. Provide specialist support to pupils with severe learning, behavioural, communication, social, sensory, or physical difficulties.
5. Monitor pupils conduct and behaviour throughout the learning process and intervene to resolve highly complex, difficult, or very challenging issues.
6. Assess, record and report on development, progress, and attainment of the SEND pupils.
7. Liaise with staff and other relevant professionals and provide specialist support/ advice to meet the needs of pupils.
8. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
9. Develop provision maps and APDR targets.
10. Support the role of parents/ carers in pupils' learning and contribute to meetings with parents/ carers to provide constructive feedback on pupil progress/achievement etc.
11. Contribute to the development of policies and procedures.
12. Manage the administration and records for the whole school.
13. Be responsible for the maintenance an effective use of CPOMs and administration of SEND.
14. Liaise with external agencies on a regular basis.
15. Provide pastoral care to pupils.
16. Be responsible for pupils who are not working to the normal timetable.
17. Undertake training with specific area of expertise to ensure that staff, parents/ carers are fully trained to meet the expectations of the school.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The jobholder is part of the inclusion team who support the learning of pupils.
- Works under overall direction of SENCO. Plans, prepares, and delivers learning to individual groups, assesses records and reports on development, progress and attainment resolving all but the most complex problems independently.
- Be involved in planning, organising, and developing Individual development plans for pupils (such as Individual educational plans).

Knowledge, Skills & Abilities

- Demonstrate specialist knowledge and skills that are appropriate to providing specialist support to pupils with additional support needs.
- Requires knowledge and procedures for supporting and leading learning activities in a specialist area (e.g., additional needs, curriculum area), including planning, preparing, and delivering learning activities to groups and classes.
- Knowledge at NVQ level 3 plus additional knowledge in specialist area; working at or towards professional standards for HLTA.
- Developed skills for communicating with pupils, including those with additional learning needs, to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/ carers, and other agencies.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- Works under the direction of a teacher or SENCo.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- Some day-to-day allocation of work to other staff, requiring occasional supervisory responsibility.
- May demonstrate own duties to new or less experienced staff.

Signed: _____

Name: _____

Date: _____