



SOUTH HILL PRIMARY SCHOOL
'Building Character, Learning Together'

Job Title: Inclusion Co-ordinator/SENDCo

Reports to: Headteacher

Salary Range: MPS/UPS + SEN allowance

Purpose of the Job:

- To lead in inclusion - SENDCo, PPG, vulnerable groups and be the Designated Safeguarding Lead (DSL).
- To work collaboratively with pupils, staff, parents by setting high professional standards and lead, develop and manage inclusive practice throughout the school.

Key Responsibilities:

- To be an inspirational and outstanding practitioner in Inclusion.
- To keep SENDCo training up to date, including attending SENDCo Cluster meetings.
- To have due regard to the requirements of the National Curriculum, including the SEN Code of Practice and the Local SEND offer.
- Ensure pupils with SEND are fully included and supported to take part in all activities in the setting and ensure any adaptations required are in place.
- To carry out observations and document assessments of pupils to identify the needs and monitor progress.
- To maintain accurate and up-to-date records on pupils with recognised Special Educational Needs.
- To work with other staff, parents and outside agencies/professionals to develop, implement and monitor pupil passports (progress).
- To prepare progress reports for the Governing Board on SEN pupils and vulnerable groups.
- To monitor the progress, attainment, attendance and engagement of our pupils with SEND and identify where additional support is required.
- To have excellent organisational skills, prioritising EHCP reviews, identifying where early reviews are required, and ensuring ADPR cycles are embedded.
- To lead on Individual Health Care Plans, and other medical provision.
- To be the DSL, supported by a small group of deputy DSLs.
- To lead our in-house high-needs SEN provision.
- To lead, manage and appraise our team of SEN support staff.
- To oversee interventions.
- To coach and train staff so adaptive teaching and differentiation are consistent across year groups.

Inclusion Responsibilities with regards to the Curriculum

- To work alongside colleagues in the inclusion and enhancing of the curriculum for children with SEND.
- Be committed to raising standards of achievement for all vulnerable groups of children
- Support colleagues in the planning for SEND pupils and other vulnerable groups.
- Monitor interventions for pupils.

Inclusion responsibilities with regards to Teaching and Learning

- Demonstrate excellent teaching skills and specialised knowledge of inclusive provision.

- Lead and manage school staff to teach high-quality interventions to small groups and/or individuals to high standards to ensure they achieve their potential.
- Assist colleagues to plan effectively with clear learning goals, taking into account the previous experience and prior attainment of individual pupils.
- Ensure appropriate assessment of all pupils receiving support and assist colleagues in the setting of realistic and challenging targets for future progress.

Inclusion responsibilities with regards to Assessment

- To analyse data for your groups of pupils and report on the development, progress and attainment of pupils
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.
- Lead on a priority identified in the current School Improvement Plan (SIP), involving other staff where appropriate (in Inclusion) and play a leading role in supporting the SIP priorities.
- Evaluate the impact of your priorities in the SIP during the review of the plan.
- Create and review an action plan/monitoring cycle.

Other Responsibilities

- Be part of the Senior Leadership Team. Work with them to ensure that the school meets the challenging targets for improvement.
- Participate in scheduled meetings, including a staff meeting, Inclusion Team meeting, wellbeing meeting and Senior Leadership Meetings.
- To work in leading staff development and performance management for relevant staff.
- Generate an atmosphere of focus, drive and high expectations based on your own practice.
- Be a strong role model and support and promote the aims and ethos of the school.
- Prepare and deliver reports to the Governing Body as required.
- Undertake any professional duties that the Headteacher might delegate.
- Keep up-to-date with current developments in Inclusion and communicate these to the staff, advising on INSET needs and liaising with relevant personnel/services as appropriate.
- Safeguard the health and safety of all children.
- To work alongside SLT to promote a professional, caring and supportive atmosphere within the school.
- Maintain high expectations and insist the children always produce their best – to reach their full potential.
- Work collaboratively with colleagues, setting high professional standards.
- Take an active part in the life of the school.
- Prioritise workload.
- To be the named medical lead as well as a named first aider for staff.
- To lead the Wellbeing Team.
- To lead the implementation of Therapeutic Thinking.
- To lead on attendance across the school.
- To oversee the implementation of Protective Behaviours across the school.
- To manage the inclusion budget and provide appropriate Inclusion resources.

Safeguarding: *South Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure.*

