

# Margaret Wix Primary School

*"Excellence, Creativity, Individuality"*



## **JOB DESCRIPTION - INCLUSION/PUPIL PREMIUM LEADER**

Salary: Main/Upper Pay Range + Fringe + TLR 2a

Responsible to: Headteacher

Core purpose: The Inclusion/Pupil Premium Provision Leader, with the support of the headteacher and governing body, is responsible for inspiring and motivating the school community to develop effective ways of overcoming barriers to learning and promoting effective teaching and learning for children with specific needs and those eligible for pupil premium funding. The Inclusion/Pupil Premium Provision Leader is a member of the school's Senior Leadership Team.

### **Main responsibilities**

- A. Strategic direction and development of inclusive provision
- B. Teaching and learning
- C. Leading and managing staff
- D. Efficient and effective deployment of staff and resources

### **A. Strategic direction and development of inclusive provision**

1. Support the school's policy of equal opportunities, both through relationships with staff, governors, parents and children and through the curriculum.
2. Develop and enhance equality in the curriculum and school organisation through the Equalities Scheme.
3. Assist in developing a positive school ethos in which all pupils have access to a broad, balanced and relevant curriculum and which reflects the school's commitment to every child achieving their potential.
4. Assist in the collection, analysis and interpretation of relevant national, local and school data, research and inspection evidence to inform policy, practices and target setting where appropriate.
5. Consider long, medium and short term goals for the school.
6. Monitor and evaluate relevant policies.

### **B. Teaching and learning**

1. Demonstrate excellent teaching skills and specialised knowledge of inclusive provision.
2. Teach small groups and/or individuals to high standards to ensure they achieve their full potential.
3. Assist colleagues to plan effectively with clear learning goals, taking into account the previous experience and prior attainment of individual pupils.
4. Advise staff on the most effective teaching methods to enable pupils to achieve their learning goals.
5. Use whole school and specialist assessment data on pupils to set targets and inform practice.
6. Ensure appropriate assessment of all pupils receiving support and assist colleagues in the setting of realistic and challenging targets for future progress.
7. Support staff with the writing and implementation of IEPs and Pastoral Support Plans and the keeping of appropriate records.
8. Support staff in understanding the learning needs of pupils with SEND and those eligible for pupil premium funding and the importance of raising their achievement.
9. Ensure positive and targeted support for pupils by liaising with staff and other professionals.
10. Check in regularly with colleagues and pupils to ensure they feel well-supported with the strategies put in place to support learning.
11. Put plans in place to support children with SEND.

### **C. Leading and managing staff**

1. Encourage all staff to recognise and fulfil their statutory responsibilities to children with additional needs.
2. Provide and arrange for the provision of training for staff.
3. Disseminate good practice across the school.
4. Support and advise all staff who work with children with additional needs.
5. Line-manage, including leading the performance appraisal of, named members of support staff (to be negotiated annually with the SLT).

### **D. Efficient and effective deployment of staff and resources**

1. Identify appropriate resources to support the teaching of pupils with SEND and disadvantaged pupils and monitor their use in terms of efficiency, effectiveness and safety.
2. Manage the inclusion and pupil premium budget with the support of other senior leaders.
3. Organise and be main point of contact in case of support staff absence and communicate cover plans effectively with all staff and other senior leaders.

### **Other specific duties:**

1. Organise and chair annual review meetings.
2. Lead TAF meetings when appropriate.
3. Complete diagnostic assessments of pupils.
4. Monitor the progress of pupils with SEND and pupils eligible for pupil premium funding.
5. Provide an Inclusion/Pupil Premium Report to the Governing Body once per term, attending Teaching and Learning Committee meetings when possible.
6. Liaise with parents, agencies and staff to formulate and assist with implementation of Care Plans for pupils with medical needs.
7. Liaise with the Family Support Worker.
9. Liaise with all outside agencies.
10. Attend pupil well-being team meetings.

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**INVESTORS  
IN PEOPLE**

