

DRAFT SENCO/ INCLUSION MANAGER
JOB DESCRIPTION

L2 – L6 £43,225.34 - £47,591.82
MPS6 & UPS1+TLR £38797.08 + £2872.89 (TLR2a) = £41634.34
Or
£38797.08 + £4669.92 (TLR2b) = £43,467
TBC Which route, depending on experience and discussion with Resources Governors

LINE MANAGEMENT

- To review the performance of teaching and support staff in line management.
- To monitor pupil progress and attainment of classes in line management team.
- To support team members in planning and delivering high quality learning and interventions, notably to include those with disability or special need.
- To measure impact of quality of learning and interventions on outcomes for pupils.
- To be part of the Senior Leadership Team.
- To report half termly to Senior Leadership on learning and progress within team.
- To support, develop and monitor performance of SEND across the site and also Day Care in an advisory capacity.
- To monitor assessment and planning for classes within team to ensure AfL is effectively informing teaching and learning.

MONITORING AND EVALUATION

- To monitor standards of teaching and learning across the school alongside other members of the Leadership Team.
- To maintain a broad perspective of education and standards in order to support the Head and colleagues in making effective judgements about the school.
- To assist the Headteacher in the school self-review process and identification of priorities (including the SEF) where SEND, well-being and mental health is a focus.
- To monitor the progress of the school towards the achievement of its aims and priorities and vision statement.
- To evaluate the effectiveness and impact of staff training.
- To liaise with/seek the views of stakeholders and use this to inform school improvement.

LEADERSHIP

- To lead, develop and manage the SEN Team, including the Deputy SENCO.
- To develop Equal Opportunity Policies across the range of dimensions and monitor implementation within the school.
- To lead the curriculum specifically in relation to Inclusion.
- To support the training needs of staff.
- To establish an effective relationship with the Governing Body, sharing attendance at Full Governing Body for Speed Dating meetings twice a year and Curriculum Committee when required for SEND input.
- To ensure the school promotes community cohesion effectively across all strands and dimensions.
- To act in a consultancy role for Day Care.
- To support the Headteacher in ensuring that all pupils make good progress and teaching and learning are of a high standard.
- To ensure ICT is used as effective Leadership and Management tool.
- To support colleagues and the Headteacher in the management of behaviour across the school.
- To promote the use of pupil voice in all aspects of school life.
- To contribute towards TA development and training across the site.

GENERAL

- Must have QTS and Accredited SEND Award.
- To ensure the effective communication and sharing of best practice across the school.
- Whilst this is a non-teaching post, to teach classes or groups of pupils as/if directed by the Headteacher or as necessitated by the needs of the school.
- To provide a positive and professional role model within the whole school community.
- To support the Headteacher in matters relating to the Safeguarding of pupils including acting as D.S.P. for Child Protection.
- To support the school ethos of out of hours opportunities for children and their families, as far as is reasonable to do so.

Reviewed: June 2020