



HALL GREEN SCHOOL
JOB DESCRIPTION
POST: SENIOR LEADER: INCLUSION & SENDCo

Post Title:	Senior Leader: Inclusion & SENDCo
Purpose:	To lead and manage the SEND and Inclusion provision
Reporting to:	Headteacher
Line manage:	Hub Lead, RAP Lead, Administrative Assistant to the SENDCo, Teaching Assistants, Foundation Learning Leader
Core tasks and responsibilities (in addition to those of a classroom teacher):	
<p>The Senior Leader: Inclusion & SENDCo, with the support of the Headteacher and Governing body, will be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND and to provide professional guidance in the area of SEND in order to secure quality first teaching, meeting the pupils' pastoral needs and the effective use of resources to bring about improved standards of achievement of all pupils.</p> <p>Leading on the Inclusion strategy, the post holder will be responsible for leading the strategy for a range of groups of pupils including Looked After Children (LAC), English as an Additional Language (EAL), Recently Arrived Pupils (RAP), and those with Complex Behaviour Needs (CBN). The role includes:</p>	
Main Responsibilities	<ul style="list-style-type: none"> • Determine the strategic direction and development of Inclusion policy and provision in the school. • Teaching and learning and pastoral needs. • Leading and managing staff. • Provide professional guidance to colleagues, working closely with staff, parents/carers and other agencies. • Efficient and effective deployment of staff and resources.
Strategic direction of SEND/RAP/EAL/LAC/CBN provision	<ul style="list-style-type: none"> • Contribute to school self-evaluation, particularly with respect to provision for pupils with SEND or within one of the Inclusion groups. • Ensure effective use of funding including its use and suggesting changes to make use of funding more effective. • Ensure effective systems of communication, including feedback about pupils' learning to inform future planning. • Monitoring the quality of SEND/RAP/EAL/LAC/CBN support by establishing effective systems to identify and meet the needs of pupils, whilst ensuring that the systems are coordinated, evaluated and regularly reviewed. • Liaise with and coordinate the contribution of external agencies. • Maintain up-to-date knowledge of National and local initiatives which may impact upon policy and practice, disseminating where appropriate. • Be the named Designated Teacher for LAC pupils; co-ordinate and monitor the work of all LAC Designated Teachers within the school. • Plan and monitor the use of LAC funding.
Progress and Achievement of Students	<ul style="list-style-type: none"> • To monitor the achievements, welfare and discipline of students, and to follow up the data reviews, liaising with the LINC department, pastoral team and parents when appropriate. • Secure relevant services for pupils • To liaise with subject departments, feeder schools particularly regarding transition, and external agencies such as Exam Boards, EWO, EP, Alternative Education providers etc.

	<ul style="list-style-type: none"> • To co-ordinate the application for and of special arrangements in external examinations in conjunction with the Examinations Officer.
Teaching and learning	<ul style="list-style-type: none"> • To work as part of the Senior leadership team to <ul style="list-style-type: none"> - develop and maintain policies and practices across the school that promote inclusion and high achievement through effective teaching, learning and assessment - create and maintain a culture and ethos that demands positive attitudes and respect towards each other, the environment, the community and the wider world. • Influencing Teaching and Learning to promote aspects of teaching.
Teaching and Learning continued	<ul style="list-style-type: none"> • Leading INSET regularly and where appropriate. • Providing opportunities for observation of colleagues/visits to other schools in order to share best practice. • Collect and interpret specialist assessment data gathered on pupils and use to inform practice. • Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of achievement and behaviour are set for all pupils on the SEND register. • Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum. • Overseeing and monitoring the quality of annual review documentation Smart Cards and Pupil Profiles and maintaining detailed information for subsequent meetings with parents. • Review Pupil Profiles when appropriate with pupils, parents and teachers and agree and communicate new targets. • Ensure statutory responsibilities for SEND statements and their Annual Review are met. • Liaise with the Examinations Officer to ensure access arrangements are up to date.
Leadership and Management	<ul style="list-style-type: none"> • Work with the Headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements. • Prepare and review information the governing body is required to publish. • To lead the LINC Department and to be instrumental in planning for continual improvement and to make a contribution to the evaluation of the work of the department. • To promote an atmosphere of continuing professional development and to share good practice with colleagues. • To contribute to the school's development plan and whole school policy. • To support the professional development of all staff, including newly qualified teachers and students. • To review annually a coherent set of job descriptions for relevant support staff and oversee their implementation. • Contribute to the selection, and promotion, of staff including the writing of references. To be involved in short-listing and interview procedures. • To manage effectively all staff connected with the department. • Advise the Headteacher and Deputy Headteacher on all staffing matters within the department. • To appraise all departmental colleagues on an annual basis through the school's performance management process. • Encourage all staff to recognise and fulfil their statutory responsibilities.

	<ul style="list-style-type: none"> • Develop proformas for essential repetitive paperwork, in order to create an administrative infrastructure as part of an effective communications system. • Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals. • Disseminate procedural information such as recommendations of the code of practice or the school's own SEND policy. • Ensure the establishment of opportunities for all Teaching Assistants to review the needs, progress and targets of all pupils on the SEND register. • Provide regular information to the Headteacher, governing body on the evaluation of the effectiveness of provision for pupils with SEND, to inform decision-making and policy review.
<p>Designated Teacher for Looked After Children</p>	<ul style="list-style-type: none"> • Promote a culture in which looked after and previously looked after children are: <ul style="list-style-type: none"> ○ Prioritised for academic support ○ Encouraged to actively participate in school life ○ Supported to succeed and aspire to further and higher education or highly skilled jobs ○ Able to take ownership of their learning and have opportunities to discuss their progress ○ Able to discuss difficult issues (such as SEN, bullying, attendance) in a frank manner • Ensure that they themselves, and other school staff, have strong awareness, training and skills around the specific needs of looked after and previously looked after children and how to support them. • Work with the school's designated safeguarding lead to ensure any safeguarding concerns regarding these pupils are quickly and effectively responded to. • Promote good home-school links. • Build and maintain relationships with other professionals, in particular the virtual school head (VSH) and the local authority's SEND department, to ensure the school responds effectively to its pupils' needs. • Work with relevant professionals, including social workers and school staff, to develop, monitor and review looked after pupils' personal education plans. • Lead the team of staff specifically supporting LAC children.
<p>Efficient and effective deployment of staff and resources</p>	<ul style="list-style-type: none"> • Manage the annual department budget • Provide advice to Headteacher/Senior Leadership Team relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND. • Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources, including ICT. • Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school. • Organise and manage the duty rota of the Teaching Assistants.
<p>Curriculum</p>	<ul style="list-style-type: none"> • To contribute to the work of the school's Pastoral Team. • To contribute to the work of the school's Curriculum Management Team. • To oversee the timetable of the SEND team. • To contribute to the implementation of the safety regulations in accordance with the Health and Safety at Work Act 1974 and other DFE guidelines.

Ethos and Culture	<ul style="list-style-type: none">• To provide leadership in promoting an ethos and culture within the department that is in line with achieving the aims of the school.• To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.• Undertake such other duties that may be required from time to time at the request of the Headteacher.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	