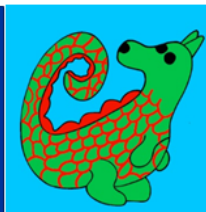


# St George's School

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Telephone 01206 506800  
Headteacher: Carl Messer BA(Ed)Hons NPQH



## **Inclusion Leader (SENCO) Job Description 2020**

Name :	<i>Your name could be here!</i>
Organisation:	<b>St George's Infant School and Nursery</b>
Job Title and Grade :	<b>Inclusion Leader (Teacher Scale + SEN 1) Fixed Term</b>
Responsible to :	<b>Head of School and Deputy Headteacher</b>
Responsibilities :	<b>Leading on SEN, EAL, CLA, Low on Entry, disability, and students below age related expectations.</b>

### **Curriculum**

Your responsibility in delivering the curriculum will be to support progress for vulnerable students and low attainers in all core and foundation subjects of the national curriculum.

You will be mainly responsible for teaching pupils as required to accelerate progress, but this post is otherwise non-classroom based.

### **General Duties**

You will fulfil the following requirements:

- Special Educational Needs Co-ordinator (and Lead Professional for Children with Disabilities)
- Member of the Senior Leadership Team
- Deputy Designated Person for Child Protection
- Lead Professional for Children who are Looked After
- Lead Professional for Children with English as an Additional Language
- Lead Professional for Traveller Families

Liaising with:

- The Headteacher and Deputy Headteacher (Line Manager)
- Lead Nurture Mentor
- Families, Services, Agencies and Feeder Providers.
- Teachers and Learning Assistants
- Business Manager and the Administration Team

The job title of 'Inclusion Leader' requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school. You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that the workload of each colleague with QTS is managed effectively. The Inclusion Leader promotes and supports the identification, planning, delivery and monitoring associated with children with SEN, EAL, CLA, Low on Entry, disability, and students below age related expectations.

It is expected that you will operate in a style consistent with the agreed ethos, vision, and aims of the school. You should expect appropriately high standards of behaviour and achievement, follow day to day procedures for monitoring, recording, and assessment, and lead on provision for children within your remit.

You will safeguard the health and safety of all persons in the school, and will supervise pupils in accordance with school policy.

## **Particular Duties**

The Conditions of Employment for Primary Teachers specify the general professional duties of all teachers. The post is subject to the Teachers Pay and Conditions Document. You will be required to be available for work under the Headteacher's direction for the 195 days, at least 5 of which will be staff development days without pupils present, and not in excess of 1265 directed hours per year (1.0FTE, and as agreed by the Governing Body), and to work in partnership with the school to ensure the effective implementation of the National Agreement.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description is therefore subject to change after consultation with the post holder to reflect the changing needs of yourself and the school.

Any dispute arising from this job description may invoke the Grievance Procedure.

## **Professional Duties**

The following duties are those that the Inclusion Leader is expected to perform and lead well.

### **Ethos**

- To help form and support the school vision and aims.
- To be the advocate for children falling within the remit of the Inclusion Leader
- Actively support the Elite Team Principles

### **Teaching**

- Planning and preparation of any lessons taught in accordance with school policy.
- Organising learning, grouping and teaching pupils, and providing feedback to meet the needs of individual pupils.
- Assess, record, and report progress and attainment in accordance with school policy.
- Support Teachers and Newly Qualified Teachers in the development of good practice.

### **Other Activities**

- To promote the progress and well-being of individual pupils assigned to the post holder.
- Communicate and consult with the parents and carers of pupils.
- Liaise with external agencies, being the lead professional when required.
- Maintain communication between all stakeholders supporting a child.
- Participate in and lead meetings that aim to support pupils for whom they have responsibility.
- Maintain an effective working understanding of the requirements and expectations of the Code of Practice.
- Ensure the legal responsibilities towards children and families of pupils with identified Special Educational Needs are met effectively.

### **Assessment and reporting**

- To assess and monitor progress and report achievements and future targets in accordance with school policy.
- To maintain and lead assessment referrals, annual reviews, review meetings and other formal processes.

### **Performance Management**

- To fully participate in the school's Performance Management Policy, acting as 'Performance Management Reviewer' where required.
- To attend relevant training and professional development, feeding back where appropriate.
- To participate in arrangements to further professional practice.

### **Research**

- To support the school's aim to raise standards by participating in school-based research programmes.
- To attend and participate in Professional Development Meetings to improve curriculum, learning, pastoral, and organisational standards.

#### Safeguarding and Child Protection

- To be a Deputy Designated Person for Child Protection on the safeguarding team.
- To assist organising, updating and managing the safeguarding records.
- To meet regularly within the safeguarding team to review cases and plan actions.

#### **Carl Messer (Executive Headteacher) Review 2021**