

MID ESSEX ANGLICAN ACADEMY TRUST - Job Description

Post Title:	Inclusion Leader
School:	Mountnessing Church of England Primary School
The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:	
Purpose:	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to personalised learning to include:</p> <ul style="list-style-type: none"> Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment Giving guidance, support and encouragement to staff and leading in-service development sessions <p>a) To be accountable for ensuring the highest standards of individual pupil achievement through effective monitoring, evaluation and review of learning progress and teaching outcomes and setting targets for improvement</p> <p>b) To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting</p> <p>c) To be accountable for the strategic leadership and management of additional needs, health, behaviour and conduct across the school, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies</p> <p>d) Team Leader for Performance Management and Line management of the learning support team</p>
Responsible to:	Headteacher
Responsible for:	Learning support team
Scope:	<p>Classroom teacher</p> <p>Subject Co-ordination</p> <p>Strategic Standards & Assessment Leadership</p>
Salary/Grade:	TLR2 lower
Main duties:	<p>Strategic Direction and Development of SEND, EAL, Highly Able, PPG and CLA [pupils with additional needs] Provision in the School (with the support of, and under the direction of the Head Teacher, Deputy Head and leadership team)</p> <ul style="list-style-type: none"> to take responsibility for the day-to-day operation of the policy with the aim of improving outcomes for pupils with additional needs support all staff in understanding the needs of additional needs pupils and ensure the objectives to develop additional needs are reflected in the school development plan monitor progress of objectives and targets for pupils with additional needs evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements analyse and interpret relevant school, local and national data and support the Senior Leadership Team in providing provision mapping meets the needs of all pupils liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision <p>Teaching & learning</p> <ul style="list-style-type: none"> support the identification of and disseminate the most effective teaching approaches for pupils with additional needs work with the Senior Leadership Team, class teachers and learning support staff to develop

	<p>effective ways of bridging barriers to learning through: - assessment of needs - monitoring of pupil achievement - target setting, including and 'One Plans' and individual plans - using provision mapping for recording interventions and progress</p> <ul style="list-style-type: none"> • work with Senior Leaders to collect and interpret specialist assessment data to inform practice • undertake day-to-day co-ordination of additional needs pupils' provisions through close liaison with staff, parents and external agencies • work with the Senior Leaders, class teachers, and learning support staff to ensure all pupil's learning is of equal importance and that there are high, yet realistic expectations of pupils • consider the range of teaching strategies / equipment that could be utilised for pupils at School Action Plus <p>Leading and managing</p> <ul style="list-style-type: none"> • provide professional guidance to staff to secure good quality first teaching for additional needs pupils, through both written guidance and meetings ensuring that we are narrowing the gap between additional needs and non-additional needs pupils under the guidance of the Senior Leadership Team contribute to the performance management process • allocation of staff and resources in relation to the needs of the pupils • lead the personalised learning in the school in line with agreements made by the senior leadership team (SLT), working as part of the SLT to determine the strategic direction of the school and supporting the decisions made of the SLT to all school stakeholders
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<p align="center">PERSON SPECIFICATION FOR LEADERSHIP TEAM MEMBER AT MOUNTNESSING CHURCH OF ENGLAND PRIMARY SCHOOL</p>

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Category	Essential	Desirable
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Qualified teacher status. • Ability to identify own learning needs and to support others in identifying their learning needs. 	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning. • SENCO qualification
Experience	<ul style="list-style-type: none"> • Successful teaching experience demonstrating excellence in teaching and learning. • Curriculum leadership in one or more core or foundation subjects, leading to school improvement. • Experience of SEND 	<ul style="list-style-type: none"> • Experience of teaching across the primary phase. • Experience of Church of England schools
Strategic Leadership	<ul style="list-style-type: none"> • Ability to articulate and share a vision of primary education within the context of the school's vision statement. • Understanding of the spiritual, social and cultural development within a church school community. • Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school. • An ability to manage change and monitor and evaluate its impact. • An ability to accept delegated authority and delegate, where appropriate. • Understanding of and commitment to promoting and safeguarding the welfare of pupils. 	<ul style="list-style-type: none"> • Evidence of having successfully translated vision into reality at whole school level. • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement. • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these.
Teaching and Learning	<ul style="list-style-type: none"> • Exceptional classroom teacher • Secure understanding of the requirements of the National Curriculum 2014. • Secure understanding of the requirements of the SEND code of practice. • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils. • A secure understanding of assessment 	<ul style="list-style-type: none"> • Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management. • Experience of effective monitoring and evaluation of teaching and learning.

	<p>strategies and the use of assessment to inform the next stages of learning.</p> <ul style="list-style-type: none"> • Secure knowledge of statutory requirements relating to the curriculum and assessment. • Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management. 	
Leading and Managing Staff	<ul style="list-style-type: none"> • Experience of supporting the professional development of colleagues. • Experience of working with staff teams. 	<ul style="list-style-type: none"> • Ability to delegate work and support colleagues in undertaking responsibilities. • Experience of working with and leading staff teams.
Accountability	<ul style="list-style-type: none"> • Experience of offering challenge and support to improve performance. 	<ul style="list-style-type: none"> • Experience of presenting reports to governors. • Leading sessions to inform parents. • Secure understanding of current practice in performance management, including capability. • Experience of effective whole school self-evaluation strategies.
Skills, Qualities and Abilities	<ul style="list-style-type: none"> • High quality teaching skills. • High expectations of pupils' learning and attainment. • Strong commitment to school improvement and raising achievement for all. • Ability to build and maintain good relationships. • Ability to remain positive and enthusiastic when working under pressure. • Ability to organise work, prioritise tasks, make decisions and manage time effectively. • Good communication skills. • Good interpersonal skills. • Effective ICT skills. • Full commitment to the aims and ethos of a Church of England school 	