

Post Title:	SENDCo & INCLUSION LEADER
School:	Brightlingsea Primary School and Nursery
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>To lead the school's Inclusive Provision</p> <ul style="list-style-type: none"> • To assist the head teacher in the organisation, management and development of the school, carrying out specific duties, including responsibility for the inclusion agenda and all pupils who fall within this area (SEND, EAL, Pupil Premium) • To fulfil the key statutory responsibilities of the SENDCo outlined in the SEND Code of Practice • To carry out teaching duties as required (through discussion with the head teacher) • To be responsible for promoting and safeguarding the welfare of children and young people within the school and support the Designated Safeguarding Lead • To monitor, track and evaluate progress of identified children and support and advise staff in order to accelerate progress; to create case studies of effective practice • Contribute to the reporting of the school's performance to the school's community and partners (including linked schools) • To liaise with attendance officer, Thrive practitioners and outside agencies in order to promote a joined up approach • To support staff to ensure that quality first teaching impacts on the progress of all children, through tailored support and guidance • To direct and coordinate the school improvement strategies through the Inclusion Improvement 'Hub'. <p>a) To be accountable for securing the highest standards of pupil achievement through leadership of identified key school improvement priorities across the school, monitoring and evaluation of pupil achievement 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 identified key school improvement priorities, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies</p> <p>d) To be responsible for performance management of identified support staff</p>
Responsible to:	Deputy Heads and Head
Responsible for:	Inclusion Officer; Thrive Practitioners
Salary/Grade:	TLR 2b

<p>Duties</p>	<p>Extended Leadership Team member</p> <ul style="list-style-type: none"> • Annually review with the SLT the school improvement focus • Lead, monitor and support the development of teaching, learning and assessment of the current school improvement focus • Lead strategic action planning to support School Improvement work • To work with children, parents and their families to secure good outcomes. • Observe and work alongside colleagues to provide focused professional development and quality first teaching and to hold them to account for their performance • Deliver training on focus for improvement • Develop schemes of work and policies to support ongoing improvement • Resources: identify needs and ensure best value • Regularly report the progress of the agreed school improvement focus to SLT • Provide information for a range of audiences including the governing body • Promote and support the work of the leaders and colleagues to create a culture of equality and inclusion. • Support and deputise where appropriate for the SLT, including performance management leadership as appropriate • Be a role model in the delivery of teaching and learning programmes • Demonstrate a high level of subject knowledge • Take a lead role in ensuring high standards for all pupils in the acquisition of basic skills • Planning: guide, monitor and evaluate the quality and impact of long, medium and short-term plans • To act as a key-worker for named vulnerable children and families, including any child protection issues that may arise. <p>Deputy Designated Safeguarding Lead Responsibilities:</p> <ul style="list-style-type: none"> · To support the school's Designated Safeguarding Lead for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding. · Be familiar with, understand and apply the school's Child Protection Policy appropriately. · Refer cases (or support staff making referrals) of suspected abuse to the local authority children's social care or where there is a radicalisation concern to the Channel programme. · Refer cases to Disclosure and Barring Service or Police as required · Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns. · Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained. · Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time. · Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time. · Provide cover for the Designated Safeguarding Lead as required.
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General	<ul style="list-style-type: none"> • Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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