

JOB DESCRIPTION FOR INCLUSION MANAGER AND SENDCo MPS/UPS AND TLR 2B

Responsible to: The Headteacher and the Governing Body

Key Responsibilities:

- To be the leader of inclusion focussing on the achievement of children with specific educational needs and the well-being of all children by promoting and developing inclusive practice recognising the combination of SEND, positive behaviour management and the promotion of well-being to meet the needs of the whole child.
- To fulfil all relevant duties of a SEND Co-ordinator including taking day to day responsibility for the operation of the SEND policy and provision to raise the achievement and attainment of children with special educational needs and disabilities.
- In conjunction with other key staff, to raise the achievement of children eligible for Pupil Premium and those with EAL.
- To co-ordinate the provision for children with EAL and or AEN, oversee their records, maintain a register/list for overview, co-ordinate the deployment of human resources and liaise with class teachers, parents and other external agencies.
- To fulfil a 10% teaching commitment to cover PPA (one day each fortnight).

The post holder will be subject to the conditions for employment of teachers as set out in the current School Teachers' Pay and Conditions document. In addition, to professionally lead and manage SEND in accordance with the published SEN policy and the 2014 SEND Code of Practice: 0–25 years.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with Birmingham City Council. All employees are expected to understand and promote equality and diversity in the course of their work.

Accountability for leading, managing and developing provision for pupils with AEN across the school

Working with other relevant teachers across the school the post holder will:-

- identify relevant school improvement issues;
- define and agree appropriate improvement targets;
- co-ordinate CPD needs and opportunities;
- evaluate the impact of all improvement activities on the quality of teaching and learning;
- be systematic with the completion of referral forms, reviews, record keeping, meetings and providing the headteacher, governors and LA with evidence on the progress of pupils with AEN;
- assist the headteacher in the preparation of reports relating to pupils with AEN to be made to relevant agencies, parents and the Governing Body;
- liaise with the inclusion governor as appropriate;
- take responsibility for the day to day management of the AEN support staff and promote good team work through effective planning, monitoring and implementation;
- liaise with and make referrals to professionals from other schools and external agencies;
- organise and lead meetings/reviews with parents and outside agencies, complying at all times with statutory responsibilities.

Impact on educational progress for pupils with AEN across the school

Working with other relevant teachers across the school the post holder will:-

- identify appropriate attainment and/or achievement targets;
- monitor pupil standards and achievement against annual targets;
- monitor planning, curriculum coverage and learning outcomes;
- monitor standards of pupil behaviour and application;
- lead evaluation strategies to contribute to overall school self-evaluation;
- plan and implement strategies where improvement needs are identified;
- ensure that relevant attainment/achievement targets are met;
- share accountability for progress and standards according to SIP priorities

Leading, developing and enhancing the teaching practice of others

Working with other relevant teachers across the school the post holder will:-

- encourage all members of staff to recognise and fulfil their statutory duties to pupils with SEND;
- maintain personal expertise on AEN issues and share with other teachers;
- act as a role model of good classroom practice for other teachers modelling effective strategies with them;
- work closely with the headteacher to ensure that the monitoring and tracking systems in place meet the needs of the school and ensure that the necessary information from the school's tracking system is available on request;
- induct, support and monitor new staff;
- take responsibility for the management of Performance Management of the AEN support staff within the school;
- act as a performance management team leader for identified staff within the Inclusion Team;
- ensure the statutory requirements of the SEN Code of Practice are met and that review meetings are completed in a timely manner;
- manage a budget well, ensuring resources are monitored, evaluated and reviewed to ensure the best outcomes for learning;
- arrange and deliver inset to develop staff understanding of SEND, EAL and more able children.
- Play an active role in the recruitment of inclusion staff.

Other duties and responsibilities

- to work closely with the headteacher to provide the strategic vision, leadership and direction which will ensure that the school's aims for inclusion are translated into its organisation and operational plans;
- to be a trained designated deputy safeguarding lead for the school and designated lead teacher for looked after children;
- to develop and maintain good relationships and a strong partnership with parents, external agencies, the Governing Body and the wider community;
- ensure effective transition planning is in place for pupils;
- attend and participate in open evenings and student performances;
- to attend senior leadership team meetings on request, staff meetings and occasional meetings during the evening hours to report to the Governing Body (maximum termly)

Carry out such other duties and responsibilities at the school as may be reasonably allocated, as the need arises, by the head teacher.

This job description is subject to amendment in consultation with the post holder.