

**STICHALL PRIMARY SCHOOL**  
**JOB DESCRIPTION FOR INCLUSION LEAD and SENDCO**



**Salary grade:** TMS/UPS with SENDCO allowance  
**Subjects required to teach:** Full primary range

**Line management responsibilities**

**to: Headteacher**

**for: Inclusion Team, (INCLUSION budget including PPG)**

*Learning at Stivichall is a passport for life.*

**Job purpose:**

As Inclusion Lead and SENDCO, you will be an experienced teacher with a passion for supporting pupils with special educational needs. Working closely with the head teacher and other senior colleagues, you will use your leadership skills to manage provision across the school and to provide support to colleagues in order to make our motto the lived experience for all children.

Under the direction of the Headteacher, you will:

- Determine the strategic development of special education needs and disabilities (SEND) policy and provision in the school
- Be responsible for the day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND or other vulnerabilities
- Assist in the promotion, direction and oversight of high standards of quality first provision securing the best possible outcomes for pupils through effective inclusion
- Be a safeguarding lead and lead inclusion across the school

**Note:**

In the context of this job description, pupils falling under the remit of the Inclusion Team include:

- Pupils on the SEN Register
- Pupils with identified specific learning difficulties
- Pupils with identified social, emotional and mental health needs
- Looked after children (LAC) and Post-LAC
- Pupils eligible for free school meals
- Pupils with English as an Additional Language (EAL)
- Pupils with any other identified vulnerability

As Inclusion Lead and SENDCO, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document as well as the particular expectations of this post.

**Duties and responsibilities**

**Strategic development of SEND policy and provision**

- Have a strategic overview of provision for pupils with SEN or a disability or other vulnerabilities across the school, monitoring and reviewing the quality of provision
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

- Have a good working knowledge of the SEN Code of Practice and ensure compliance across school
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective
- Review assessment outcomes to monitor the emerging needs of pupils across the school and direct resource and support as required
- Working with colleagues, design and support delivery of interventions implementing the school strategy
- Develop and review the school's Accessibility Plan and Local Offer

#### **Operation of the SEND policy and co-ordination of provision**

- Maintain an accurate SEND register and provision map
- Manage the budget for Inclusion including the pupil premium grant, high needs top up funding and allocated SEN budget and complete associated reports
- Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Be aware of the provision in the local offer
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEND and other identified vulnerabilities
- Plan, implement and support the Inclusion Team to lead intervention groups for pupils with SEND, and evaluate their effectiveness

#### **Support for pupils with SEN or a disability**

- In collaboration with colleagues, identify pupils causing concern and ensure that appropriate referrals, assessments and provision is in place to identify SEN
- Co-ordinate provision that meets pupils' needs, and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review My Support Plans (MSPs) and Education, Health and Care Plans (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- As the designated teacher for looked-after children, work with the virtual school to ensure that appropriate support is in place
- Maintain and signpost a directory of useful information for staff and parents/ carers

#### **Leadership and management**

- Work with the headteacher and governors to ensure the school meets its responsibilities in terms of reasonable adjustments and access arrangements
- Prepare and review information the school is required to publish, contributing to and attending governor meetings as required
- Maintain and review registers and systems for identifying, assessing and reviewing SEND
- Contribute to the school improvement plan and whole-school policy

- Identify training needs for staff and how to meet these needs
- Lead INSET for staff and disseminate good practice across school
- Share procedural information, such as the school's SEND policy
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for pupils with SEN or a disability
- Under the direction of the Headteacher, lead and manage the SENDCO Assistant and other support staff in the Inclusion Team
- Review staff performance on an ongoing basis
- Promote and safeguard the safety and welfare of children and young people and support the Headteacher as a Designated Person for Child Protection
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the induction of staff new to the school, setting clear expectations for Inclusion and Equality
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

The Inclusion Lead and SENDCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Inclusion Lead and SENDCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher

**Stivichall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times.**

**If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.**