



## **INCLUSION CO-ORDINATOR WITH RESPONSIBILITY FOR SEN & INCLUSION**

### **THE CRESCENT PRIMARY SCHOOL**

**Post:** Inclusion Co-ordinator with Responsibility for SEN & Inclusion

**Duration:** Maternity cover for six months with the possibility of extension

**Responsible to:** Head teacher

#### **KEY PURPOSE OF THE JOB**

To carry out professional duties of a teacher other than a head teacher, as described in Part 10 of the school Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher.

To be committed to securing and delivering the key functions of the school:

- **Achieving the Highest Standards**
- **Meeting all the needs of pupils**
- **Bridging Gaps**
- **Engaging the Whole Community**

#### **ACCOUNTABILITY FOR LEADING, MANAGING AND DEVELOPING SEN/INCLUSIONS PROVISION ACROSS THE SCHOOL INCLUDING FULFILLING THE DESIGNATED RESPONSIBILITIES OF THE SENCO**

Working with other relevant teachers and TAs across the school:

- Develop a vision and identify relevant school improvement issues;
- Define and agree appropriate improvement targets and actions;
- Co-ordinate CPD needs and opportunities;
- Evaluate the impact of all activities on the outcomes achieved by pupils;
- Accountability for progress and standards according to current SIP priorities; agreed vision and performance management;
- Provide the Head teacher with relevant SEN/Inclusion, subject, curriculum area or pupil performance information.

#### **IMPACT ON EDUCATION PROGRESS FOR SEN/INCLUSION PUPILS ACROSS THE SCHOOL**

Working with other relevant teachers/TAs across the school:

- Identify appropriate attainment and/or achievement targets;
- Monitor pupil standards and achievement against 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.
- Accountability for progress and standards according to current SIP priorities.

## **LEADING, DEVELOPING AND ENHANCING THE TEACHING PRACTICE OF OTHERS**

Working with other relevant teachers/TAs:

- Maintain personal expertise and share this with others;
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them;
- Lead manage and develop SEN/Inclusion according to current SIP priorities;
- Monitor and evaluate standards of provision, identifying areas for improvement;
- Plan and implement strategies to improve provision where needs are identified;
- Induct, support and monitor new staff;
- Act as a performance management team leader for identified staff.

## **PERFORMANCE MANAGEMENT TEAM LEADER**

- Ensure that performance management arrangements are effectively discharged and monitor the effectiveness and impact of performance management arrangements within the SEN/Inclusion team (subject to the performance management policy);
- Monitor and evaluate the contribution and impact of other staff;
- Provide quality assurance monitoring and intervention as agreed;
- Identify staff development needs and co-ordinate these with those responsible for CPD in the school;
- Plan the deployment of staff expertise to achieve school improvement objectives and desired pupil outcomes;

## **OTHER DUTIES AND RESPONSIBILITIES**

To attend meetings, in accordance with school policy and to lead such meetings as required.

To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies.

To attend occasional meetings during evening hours as required.

## **SAFEGUARDING RESPONSIBILITIES**

The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.

To ensure Safeguarding Procedures and the Common Assessment Frameworks are in place, are understood and are implemented within own area of the school.

To ensure child protection procedures and processes are followed within own area of the school.

## **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate

- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils