**Role:** Head of Inclusion

**Responsible to:** Headteacher

**Responsible for:**

* SENCO
* Attendance and Safeguarding Officer
* Counselling Services
* Mentoring support staff
* Pastoral Leaders
* Careers, Information and Guidance Officer
* All external alternative providers

**Grade:** **L7 – 11**

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| **Core purpose of post**To coordinate, lead, develop and support effective practice for:* Students with Special Educational Needs
* Students, who for wider reasons, are failing to make good progress at school.
* Students with additional needs in the area of mental health and wellbeing ensuring that they make progress in line with the school’s expectations

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| **Key Responsibilities*** Strategic deployment of the schools resources for supporting students with additional needs
* Reviewing and evaluating the impact of additional resources for students identified as needing additional interventions.
* Strategic development of SEN policy and provision in line with most recent legislation.
* Monitoring the progress of pupils with SEN and evaluate the effectiveness of their learning.
* Monitoring provision for pupils with SEND.
* Analysing and interpreting data and advising on developments required to maximise achievement.
* Developing Quality First Teaching across the school to improve outcomes for students with SEND and others identified within the school’s Inclusion provision.
* Liaising with staff, parents, external agencies and other schools to co-ordinate their contribution to provide maximum support and continuity of alternative provision
* Developing and maintaining resources, coordinating the deployment of SEN staff and monitoring their effectiveness.
* Oversight of students within the Fair Access / Managed Move Protocols
* Liaising with other schools to ensure continuity of support and learning when transferring pupils with SEN to the school
* Line managing the Inclusion team and SENCO
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| **Membership of the school’s Extended Leadership team:*** Making a significant contribution to the school self-evaluation process
* Making a significant contribution to the development, evaluation and review of all policies that relate to teaching and learning and behaviour for learning across the school
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