 **JOB DESCRIPTION**

***LEARNING TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER***

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| **Post** |  Inclusion Officer for SEND (Maternity Cover) |
| **Grade** | Scale 5 |
| **Responsible to** | SENDCO |
| **Responsible for** | As explained on job description |
| **Working hours** | 9.00 am – 5.00 pm, 39 weeks per annum |

Everyone at Thomas Tallis works to fulfil our **School Plan**.

We expect support staff to

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning
3. Unlock and develop their creativity and independence
4. Demonstrate that learning continues well beyond lessons.
5. Develop the Thomas Tallis Habits of Mind in all aspects of school life so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

**Job Description**

**Ethos**

1. To lead the administration within the SEND central team to enable SEND students to achieve beyond expectations
2. To champion inclusion and high expectations for SEND students throughout the school.
3. To collaborate between school, student and home and the local authority and other stakeholders.
4. To ensure that all statutory requirements are fully and efficiently met
5. To promote a positive ethos within the SEND central team and among parents.

**Specific Duties**

1. To minute take and chair in Annual Reviews, completing the annual review paperwork and managing submission deadlines.
2. Collate all evidence for EHCP applications and transfers
3. To collate all exam dispensation evidence for SEND students
4. To be responsible for maintaining the school,s SEND’s online records including the SEND register, provision mapping, top up funding from all Las and completing the SEN school census.
5. To manage SEND administration for all student with special needs at Thomas Tallis including transition at key stages 3 – 5.
6. Organisation of and attendance at the school’s regular programme of reivew via multi-disciplinary meetings.
7. To investigate underlying learning difficulties, to raise awareness of SEND, profiles of SEND cohorts and support packages
8. To provide advice to teachers and teaching assistants on addressing specific learning difficulties, appropriately adapted to specific individual needs and which may often require new and creative solutions or adaptations of resources or teaching methods for particular students.

**Managing Transition**

1. Management and organisation of SEND Transition arrangements with all prospective feeder primary schools, including leading Transition Day and making all arrangements for student transition.
2. To liaise with admissions team to ensure that all records for SEND students are provided by other schools sending students to Tallis.
3. Attendance at primary school Annual Review Meetings as required
4. Being available on open mornings and open evenings to discuss SEND needs with parents

**Additional Duties**

1. Dealing with SEND students on day to day basis, including timetabling of ISAs, exam support timetabling, phoning parents and booking appointments/monitoring the office diary.
2. To oversee the induction of new staff.
3. To monitor and order stock required
4. To support the SENDCO with performance management paperwork for ISAs
5. To carry out additional duties, as the SENDCO may reasonably request from time to time
6. To attend and participate in relevant meetings as required
7. To scribe for SEN students during examination periods.
8. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
9. To be available to support SEND students at lunch-times
10. To undertake professional development as identified in the staff review process
11. To be responsible for promoting and safeguarding the welfare of students you have responsibility for and for those whom you come into contact with
12. To comply with the school’s Health & safety Policy and to undertake risk assessments as appropriate
13. To work within the school’s Equality Policy

*MS April 18*