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**Ifield Community College Job Description**

**Job Title: Director of inclusion**

**Pay scale: L10-13**

**Contact ratio: Up to 25 hours per fortnight equivalent\***

**Reporting to: SLT**

**Role Purpose:** To fulfil the role of SENCo, taking a strategic lead on supporting all vulnerable and disadvantaged students notably those with SEN, those looked after and those supported by the pupil premium.

To develop and affect policies which ensure the school meets the individual needs of those students thereby closing the gap in attainment with all students.

**Main Functions**

* To lead all staff who provide direct support for SEN, LAC, EAL and Pupil Premium students
* To perform the role of SENCo, maintain in the special needs register in accordance with the Code of Practice
* To take a strategic lead in the school on ways to support SEN, LAC, EAL and Pupil Premium students in and out of class and to develop and effect policies for these practices
* Work in partnership with the Director of assessment and information to ensure the effective provision of access arrangements within the centre.
* Carry out assessments and apply for access arrangements by awarding organisation deadlines and in accordance with JCQ regulations
* To liaise with external agencies to secure the most effective support for these student groups
* To manage, under the supervision of the Business Manager, the budgets associated with supporting these student groups
* To lead the school on strategies for supporting students in these groups, recording them accessibly and monitor the quality of provision for them
* To prepare and monitor all Education and Health Care Plans and effect their provisions
* To ensure all other documentation required to support these groups is in place as necessary
* To oversee provision in the Learning Zone continually reviewing its effectiveness
* To monitor attendance of the SEN, LAC and Pupil Premium students and intervene as necessary to support improved attendance
* To oversee the managing medicines policy and practice
* Ensure the effective and proficient use of student data from a variety of sources to inform strategy and to ensure good student progress for SEN, LAC and Pupil Premium students

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

\* There is no scheduled teaching for the role but this contact is indicative of time spent supervising, working directly with students and leading individual and group work