**Prendergast Vale**

**Inclusion Manager – MPS + TLR1a**

POST HELD

Inclusion Manager

RESPONSIBLE FOR

Leading the development of student access, inclusion and engagement with learning, including the relationship with parents and carers in liaison with the Senior Leadership Team, assisting the Headteacher with the overall management and development of the school.

RESPONSIBLE TO

The Headteacher

PURPOSE OF THE JOB

To assist the Headteacher and Governors in ensuring that the highest achievement possible is expected in educational standards and attainment. Creating an atmosphere and adopting structures in which pupils feel valued and staff have high expectations of them.

LIAISING WITH

Headship Team, Heads of House, Tutors, Pupil Support Services, Teaching Assistants, external agencies including LA representatives and parents.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of staff on the Leadership Spine, including Deputy Headteacher. In addition, certain particular duties are required to be exercised and completed in a satisfactory manner.

KEY FUNCTIONS

* To be the SENCO for Prendergast Vale School, and lead the Learning Support Team of HLTAs and TAs.
* To lead the provision for special educational needs within school, liaising with the Assistant Head Teacher
* To identify appropriate resources for Special Needs and Learning Support and to ensure that they are used efficiently, effectively and safely.
* To have oversight of and ensure that there are accurate records and files for all students with SEN.
* To ensure that the requirements of statements of SEN are met within the resources of the school.
* To ensure that pupils identified on the SEN Register have the required levels of support.
* To secure and sustain effective SEN teaching, evaluating the quality of teaching and support and standards of pupils' achievement, and setting targets for improvement.
* To provide all those with involvement in Special Needs and Learning Support, the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
* Develop and implement departmental and whole school policies and practices which reflect the school's commitment to high achievement for all and effective teaching and learning.
* Use school and national data effectively to identify underachievement and inform policies, targets and teaching methods.
* Ensure the implementation of the Code of Practice taking specific responsibility for the annual review for statemented pupils.
* To lead the monitoring of the pupil's access to learning, personalisation of pupil learning, ensuring that underachievement is identified and acted on in systematic ways and to

provide appropriate support for pupils.

* To ensure that there are access and inclusion procedures for all pupils that enable them to feel valued and able to achieve
* To ensure that pupils have a strong voice in the continued success of their school

SPECIFIC RESPONSIBILITIES

The main responsibilities of the post are to:

* Lead and manage the provision of special educational needs learning support, including the allocation of support time and the writing of individual and group education plans.
* Establish positive working relationships with feeder primary schools and external agencies such as the Education Psychology Service, Children Support Service and specialist teachers to ensure that individual pupil special educational needs are fully met.
* Ensure that accurate and detailed records are kept of meetings, reports and discussions with parents and outside agencies.
* Ensure the SEN Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs.
* Ensure that accurate SEN Register published appropriately so that the staff are kept informed of pupil special educational needs.
* Work with Key Curriculum Leaders and other staff to ensure that individual and group education plans are used to set subject - specific targets and apply suitable levels of work to meet pupils’ needs.
* Monitor the effectiveness of individual and group education plan. To arrange and chair annual reviews.
* Develop the Learning Support Resources including the development and implementation of course outlines, syllabuses and schemes of work.
* Use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
* Lead departmental and whole school training through providing guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils.
* Lead the relationship with parents and carers, so that they are informed about their children’s lives in school and are able to contribute positively to their success.
* Lead the strategy that ensures pupils have an effective and powerful voice for success within the school community.
* Lead and develop the access and inclusion strategy of the school liaising with LA services and provision.
* Liaise with outside agencies and providers of services for pupils to ensure students are properly placed and their needs are met.
* Be responsible for maintaining the agreed school attitude to dress, behaviour and discipline in liaison with the Head teacher and Deputy Head teacher.
* Monitor, manage and support the work of SEN and EAL
* Work with and advise the Directors of Learning KS3, KS4 and to ensure that there are appropriate transitions and inclusion arrangements at each stage of a pupil’s development.

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. lt will be reviewed at least once a year and may be subject to modification at any time after consultation with the postholder.

All staff participate in the school's performance management scheme.