

Battle Primary Academy

SENCO & Inclusion Manger & Member of SLT

Responsible to:	Principal
Responsible for:	Special Educational Needs Inclusion Pastoral Care Children looked after Line Management of LSAs
Scope	Senior Leadership
Salary	L4 – L10 (depending on experience)
Hours / FTE	1.0
Main purpose of the job	
<p>To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation. The SENCo/Inclusion Manager holds a very important strategic role in the senior leadership team of the school. It entails co-ordinating appropriate provision for children with special needs and liaising with colleagues, parents/carers and outside agencies. The role also includes overseeing the provision and tracking progress for some of our most vulnerable pupils with sensitivity and empathy.</p>	
Professional Duties	
<p>In addition to carrying out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document in accordance with the:</p> <ul style="list-style-type: none">• National Standards for Qualified Teachers.• National Curriculum.• School's aims, objectives, key priorities, values and schemes of work.• Policies of the Thames Learning Trust. <p>In addition, the specific requirements of the post, along with the particular duties expected of the post holder have been set out below:</p>	
SLT Responsibilities	
<ul style="list-style-type: none">• Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils, irrespective of background, ethnicity, gender or disability.• To attend weekly Vulnerable Children Meetings, Senior Leadership Team meetings and staff meetings.• Undertake some teaching commitment, as needed, and provide an outstanding professional model as a classroom practitioner, inspiring and motivating other staff.• Ensure the effective and proficient use of pupil data from a variety of sources, both internal and external, in the process of target setting.	

- Assist in the preparation, implementation and monitoring of the School Improvement Plan.
- Ensure that a high standard of physical and emotional care for all children is maintained.
- Ensure the good conduct and behaviour of children, maintaining a high standard of discipline throughout the school.
- Keeping up to date with developments in educational practice and statutory requirements.
- To be involved in teaching and learning observations with other members of staff to raise pupils' standards of achievement and to evaluate practice.
- To lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- To support the Principal and Trust in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Working with the Principal and Trust to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local and national context.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Publicly supporting all decisions of the Principal and Trust.

Special Educational Needs

Teaching and learning

- Identify, adopt and monitor the most effective teaching approaches for those pupils with SEND, including intervention programs where necessary, sharing such approaches with colleagues.
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.

Recording and assessment

- Work with colleagues to set challenging targets for raising achievement among pupils with SEND.
- Ensure robust tracking systems are in place to collect and interpret specific pupil level assessment data in order to identify the impact of quality first teaching and intervention strategies.
- Set up systems for screening pupils at "point of entry" identifying, assessing and reviewing provision for SEND children once identified.
- Update the Principal and Board of Trustees on the effectiveness of provision for pupils with SEND.
- Lead annual review meetings for children with Education Health Care Plans to review progress, set new targets and determine strategies to improve attainment.
- Be available at parent evening consultations to meet with parents who have any queries or concerns related to special educational needs and/or attendance.
- Complete an annual action plan for SEND and regularly review its impact.
- To annually review and maintain the SEN Information Report in order to publish to all stakeholders on the school website.
- To Liaise with Finance Department within Trust regarding EHCP funding.

Leadership and Management

- Ensure the school's SEND register is up to date and all stake holders are fully informed.
- Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND.
- Take the lead in constructing the schools provision map ensuring intervention programmes target the right pupils and staff expertise is deployed appropriately.
- Provide training opportunities for learning support assistants, teachers and other stake holders to learn about SEND and work with other colleagues to deliver training on specific intervention programmes.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of pupils with SEND and advise the Head teacher of

priorities for expenditure.

- Contribute to Senior Leadership Meetings on the effectiveness of SEN provision in the school and be prepared to share this information with other stake holders.
- To lead on the weekly Vulnerable Children Meeting using 'My Concern' to log concerns regarding pupils and decide actions.
- Update and report to the Headteacher and Governing Body on the effectiveness of provision for pupils with SEND.
- Take the lead in liaising, co-ordinating and managing all external support offered to the school.
- To lead in Performance Management of the Teaching Assistant Team.
- To liaise with the school's lead on attendance
- To represent the school as Designated Teacher for 'Children looked after'..

Safeguarding

- To support the school's Designated Safeguarding Lead (Principal) for safeguarding and child protection within the school, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Be familiar with, understand and apply the school's Child Protection and Safe School policies.
- Support the Principal and other staff making referrals of suspected abuse to the local authority children's social care or where there is a radicalisation concern to the PREVENT programme.
- Liaise with the Designated Safeguarding Lead, local authority officers and other relevant agencies in relation to child protection and safeguarding.
- Keep up to date with any safeguarding developments relevant to the role in line with Keeping Children safe in Education.
- Represent the school in TAC, Core Group, Strategy and CP meetings.
- To monitor attendance across the school, liaising with Principal and Administration Department.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Deputise and provide cover for the Designated Safeguarding Lead as required.

Confidentiality

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any other unauthorised person or organisation.

Safeguarding Children and Health & Safety

The Thames Learning Trust is committed to adhering to the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" (January 07). It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory enhanced DBS clearance is required for this post. You are required to comply with the school's Health and Safety policy at all times.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Principal.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Principal. This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.