

Job Description



Title: Inclusion Lead (2 days per week)

Purpose of Job

The Inclusion Lead plays a key role in the strategic development of the school's Special Educational Needs (SEN) provision. Working two days per week, the successful candidate will oversee the identification, support, and progress of pupils with SEND, ensuring they thrive academically, socially, and emotionally.

Main Tasks & Responsibilities

- **Lead the school's SEND provision**, including the strategic oversight and day-to-day operation of policy and provision for pupils with special educational needs and/or disabilities.
- **Identify and assess pupils with SEND**, coordinating early intervention strategies and ensuring timely referrals, reviews, and adjustments to support plans.
- **Monitor and track pupil progress**, maintaining accurate records, ensuring that interventions are effective and outcomes are reviewed regularly.
- **Support teaching staff** in delivering inclusive classroom practice by providing guidance, strategies, and resources for differentiation and personalised support.
- **Manage EHCP processes** including referrals, reviews, and liaison with external professionals and local authorities.
- **Maintain strong partnerships with parents**, offering guidance and updates on their child's progress and ensuring they feel fully involved in their child's learning journey.
- **Contribute to whole-school development**, including CPD sessions related to SEND and inclusive practice, and supporting a school culture that values diversity and individual potential.
- **Stay up to date with statutory guidance and best practice**, implementing changes to ensure compliance and excellence in provision.
- **Liaise with external professionals**, including educational psychologists, therapists, and specialist teachers to coordinate provision for children.
- **Champion inclusion**, actively promoting equal opportunities and ensuring that the school remains a place where all children feel valued, supported, and empowered.

Additional Duties

- Collaborate with SLT and teaching staff to ensure SEND is embedded across all aspects of the curriculum and school life.
- Attend relevant training and maintain up-to-date knowledge of SEND legislation, including the SEND Code of Practice.
- Participate in staff meetings and planning discussions as relevant to the role.
- Support transition planning for pupils with SEND, including between year groups and phases.

Person Specification

Essential:

- Qualified teacher status (QTS)
- Strong knowledge of the SEND Code of Practice and statutory responsibilities
- Excellent communication and interpersonal skills
- Ability to work collaboratively and flexibly within a team

Desirable:

- National Award for SEN Coordination (or willingness to work towards it)
- Experience working within an independent or early years setting
- Familiarity with EHCP processes and external agency liaison
- Proven experience in a SEND or inclusion leadership role

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.