

JOB PROFILE**TLR Inclusion Manager****SCHOOL**

North Heath Community Primary School

NAME**DATE****JOB TITLE**

Inclusion Manager, Full Time, Permanent
Responsibility for co-ordinating SEN across the School
SMT member within the Assessment/SEN Curriculum Team

JOB PURPOSE

You are required to carry out the duties of a teacher as set out in paragraphs of the current School Teachers Pay/Condition document.
The education and welfare of a class of children in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims and the policies of the Governing Body. To share in the corporate responsibility for the development, well being and discipline of all pupils.
To co-ordinate SEN throughout the school including EAL, G&T and other minority groups (pupils) and with the SMT to monitor /supervise the work/role of the classroom assistants CAs and special needs assistants SNAs
Line manage Classroom Assistants
Curriculum Group leader

RESPONSIBLE TO

Headteacher, SMT, Governors and LEA

RESPONSIBLE FOR

Teaching general subjects to pupils in a class
Being released for the administration of SEN including EAL, Gifted and Talented, Multi-professional Agencies, Exclusions, Pastoral Care and Looked After Pupils (CLA) and provision for those in receipt of pupil premium.
Liaison with EAL support teacher and have responsibility for provision and assessment.
Oversee the Accessibility Plan and in liaison with Governors
Liaison with and reporting to SEN Governor
Aspects of Inclusion
Overseeing and liaising with the p/t SEN Teacher
All statutory provision arrangements through IPPs Tracking the progress and performance of various pupil groups including EAL, SEN, G/T, ethnic, through internal analysis and use of the epod, ASP and Fischer Family Trust data, internal electronic tracking/assessment and other internal assessments (in liaison with assessment coordinator)
Performance Manage a group of staff
Working within and lead a Curriculum Group

Key Accountabilities and Key Tasks

Targets for the year to be discussed at a Performance Management meeting

1. Accountable for coordinating and managing all aspects of Inclusion within a Curriculum group (0.6)

- to ensure the day to day operation of the SEN policy
- to ensure the school policy follows legal requirements and is written, reviewed and updated
- to assist in monitoring the provision of pupils with SEN needs ie staff and pupils
- to keep up to date in issues related to this area
- to work alongside staff, (pupils when appropriate) to support and advise
- to meet with colleagues to discuss approach and advise on support and planning work of pupils, including IPPs, IPMs, OPPs
- to identify staff training needs and advise Head Teacher and INSET co-ordinator accordingly
- to ensure targets and differentiated aspects of pupil's work, with due reference to NC documents, are maintained
- to lead INSET where appropriate
- to liaise with staff (SENCos) in other schools and external agencies
- to inform others - parents and Governors and keep the Inclusion Link Governor informed
- to brief governors
- to organise and keep updated appropriate records on the pupils and the SEN register
- to ensure SEN reviews of the IPPs are carried out, parents involved in the process and informed and similarly outside agencies as appropriate
- supporting and liaising with SEN support teachers/staff and their roles and work within the school
- to assist /attend in the appointment of SEN staff if available
- to ensure the SEN audit is completed according to requirements
- Produce data and overviews relating to all aspects of SEN pupils across the school to ensure pupil progress and impact of SEN support
- Monitor impact through pupil interviews
- Report SEN matters e.g. progress of pupils and organisation /administration re SDP to Curriculum group
- Work in partnership with the SMT and other teachers in a curriculum group to ensure all matters relating to SEN are addressed
- make a regular written report to the HT within the curriculum group , the attainment ,standard and progress of all groups ie EAL, G/T , SEN ,ethnic minority
- ensure that race equality/equal opportunities policy/guidance is adhered to

2. Teaching and Learning of a class of pupils (0.4)

See below for details, in the Pay and Conditions document and other internal documents.

- to implement school aims as outlined in the school brochure and the teaching and learning policy as it is developed
- to work with colleagues to plan tasks to meet the individual needs of the children and prepare resources and equipment.
- to mark work, maintain records as agreed by the school and ensure that pupils receive regular feedback on their tasks
- to monitor and assess pupils progress throughout the year
- to complete pupil records of achievement as agreed by the school and as legally required
- to take part in assessment arrangements agreed by the school and as legally required
- to liaise regularly with parents, reporting formally at least twice yearly and in writing annually about their child's achievement, learning and progress

- to liaise with teachers, school staff and other schools as necessary
- to take responsibility for the work of voluntary helpers within your room
- organise the classroom to provide an interesting, attractive and purposeful working environment
- arrange attractive displays of work in the classroom and around the school
- maintain good order and discipline within the school environment, participating in the supervision of pupils at work and at play and be included in duty rotas
- adhere to the policies and Codes of Practice as required by the Governing Body, LEA and DCSF
- complete routine procedures for registration and money collection
- to attend, plan and run staff meetings and In-service training as required to develop and review school policy
- undertake educational visits which support the activity/delivery of the National Curriculum

3. Management of a team of staff who corporately co-ordinate

- Inclusion and G&T
- Transition

Organise and monitor the team so that the subjects/aspects are co-ordinated on a day to day basis, regularly reviewed as to pupil progress, resources, monitoring of teaching and learning and impact on the same, and that the subject /aspect is prepared for the re: the SDP.

Prepare regular reports for the HT in readiness for Governor Meetings

4. Accountable re staff managing the above subjects/aspects

- to delegate to members in the team to work on school policy and its teaching and learning in agreed subjects
- to ensure that school policy follows legal requirements and is written and reviewed
- to ensure monitoring of the quality of learning in subjects agreed
- to keep up to date in issues related to these subjects
- to work alongside staff (when appropriate) in these subjects enabling their development throughout the school
- to meet with colleagues to discuss approach and to help plan work
- to identify staff training needs in these subjects and to advise staff, the head and the INSET co-ordinator accordingly
- in consultation with Headteacher, provide useful guidelines and schemes of work for teachers with due reference to National Curriculum documents and keep these updated and reviewed
- to organise/plan/lead INSET where appropriate
- to ensure liaison with teachers in other schools re subjects/aspects
- to inform others - parents and governors of work in school in these subject areas
- organise the reviews each year of the subjects/aspects and their preparation for the SDP
- Through termly Curriculum meetings ensure those aspects/subjects are reviewed in writing by team members re the SDP and a report is prepared for the HT on their development and impact on Teaching and Learning
- Ensure an inventory is maintained for ensuring the safekeeping and easy retrieval of resources for subjects /aspects. Ensure an annual submission is made as to the replacement and/or additional resources required and request additional stock as/when necessary within the agreed Budget allocation
- To ensure the tracking of pupil performance in group subjects/aspects across the school and monitor impact on T/L through pupil interviews /questionnaires and data.
- Contribute to quality assurance of Annual Records of Achievement

5. School Resources for the Use of Staff in teaching

- ensure resources are used efficiently and safely and that the safety of equipment and resources is respected by pupils
- to make an input in to the making of an annual submission to the H/T as to the replacement and/or additional resources required . Requesting additional stock as and when necessary and within the agreed Budget allocation in liaison with the curriculum group

6. Senior Management Team

- be involved as part of a senior manager in an assembly rota
- encourage staff in their professional duties and set a good example
- take part in the responsibility of the welfare of pupils in the school
- monitor feeling of the staff ,communicating problems/concerns
- adhere to the agreed SMT terms of reference, contribute to and fulfil the SMT SDP
- attend meetings as directed
- oversee NQT development where necessary
- collaboratively update the SEF with specific responsibility for tracking the attainment and progress of SEN pupils and groups across the school
- manage the funding and report on the impact of Pupil Premium interventions

7. Professional Development

- to take part in the Performance Management system within the school as part of your professional development
- Performance Manage a group of staff