



*flourishing together*

## **Job Description for Inclusion Manager at Balsall Common Primary School Academy**

**Salary Range: School Teachers Pay Scale + SEN Allowance (£6,075.12)**

### **Purpose of role**

To lead SEND practice in the school in order to:

- Raise standards of achievement of children with identified SEND
- To empower staff to become confident and highly effective in teaching children with a SEND
- Ensure that children with SEND have full opportunity to access the National Curriculum

### **Overall Responsibility**

To lead, manage, develop and maintain high quality SEND provision which enables quality first teaching, excellent learning outcomes and success for all pupils.

- To model effective teaching, to coach and train colleagues and to lead SEND teaching across the school
- To ensure all elements of SEND administration (including minutes, records, assessments and policies) are maintained and actioned, as appropriate
- To be part of the Senior Leadership Team's weekly meeting to advise on SEND matters
- To build on the work the school has done to achieve the Nurture UK award in our approaches to provision

### **Strategic direction and development of SEND provision in the school:**

- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
- Support all staff in understanding the needs of SEND pupils
- To lead the process of assessment, evidence gathering and applications for additional support, including EHCPs
- To lead the delivery of provision for EHCPs in line with funding received
- Lead and manage the team of SEND support and intervention staff, in conjunction with the SLT, including their annual appraisal
- Plan and deliver training for all staff in relation to overcoming barriers to learning and statutory responsibilities
- Devise and promote plans to ensure the needs of pupils with SEND are met and that they are reflected in the school development plan
- Set targets for pupils with SEND and regularly monitor progress

- Evaluate the effectiveness of teaching and learning by work analysis and use this to guide future improvements
- Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Headteacher on the level of resources required to maximise achievement
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
- Develop partnerships with parents to ensure that their views are considered and acted upon appropriately
- Ensure that pupils with SEND are enabled to share their views and that these are acted upon appropriately
- Direct appropriately skilled staff to support children with their personal and educational targets

### **Assessment and Recording**

- Evaluate each provision management cycle and adjust, where appropriate, to improve the effectiveness of provision for SEND pupils
- Conduct an annual SEND audit
- Advise on setting targets for raising attainment
- Work alongside teachers to identify appropriate support for children
- Work alongside colleagues to develop appropriate schemes of work and individualised programmes for children with SEND
- Interpret a range of assessments and relate these to teaching staff
- Support teaching staff to track pupils' progress
- Update and review all policies related to SEND
- Organise and manage statutory reviews and obligations.

### **Additional responsibilities**

- Meet regularly with the SENDCo/s within Central Schools Trust
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Headteacher
- To ensure SEND intervention timetable is evaluated and fit for purpose
- To ensure timetables for TA support during playtimes and lunchtimes are kept up to date
- To ensure rotas for hoist support are monitored and up to date (when required)
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues
- Keep abreast of national developments and take a lead role in their implementation in school
- Maintain a well-resourced and welcoming SEND base
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Have regard for the work-life balance of school staff.

## Person Specification – SENDCo Balsall Common Primary School Academy

Key Area	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of CPD and commitment to further professional development</li> <li>• Hold the National SENCO Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional study in relation to SEND</li> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher with at least 4 years' experience</li> <li>• Have primary school teaching experience</li> <li>• Experience of working with children with a wide range of SEND</li> <li>• Have experience of working successfully and co-operating as a member of a team</li> <li>• Have experience of leading a team</li> <li>• Have experience of training other teachers and/or introducing SEND initiatives</li> <li>• Have experience of working alongside other teachers in the development of teaching and learning</li> <li>• Have experience of setting targets and monitoring, evaluating and recording progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience across the whole Primary age range, 3-11</li> <li>• Have experience of coaching and mentoring</li> </ul>
<b>Professional Values</b>	<p>The SENCO will have the ability to:</p> <ul style="list-style-type: none"> <li>• Display the school values through every element of your work</li> <li>• Establish and maintain good professional relationships with children, parents/carers and colleagues</li> <li>• Set high expectations of all children and be committed to raising educational achievement</li> <li>• Adopt a flexible approach to working</li> <li>• Understand the value of education and teaching</li> <li>• Maintain confidentiality.</li> </ul>	
<b>Knowledge &amp; Understanding</b>	<p>The SENCO will have the knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The process of applying for an EHCP</li> <li>• The statutory legislation concerning Safeguarding including Child Protection, Equal Opportunities, Health and Safety and SEN</li> <li>• The theory and practice of providing effectively for the individual needs of all children, for example, classroom organisation and learning strategies</li> <li>• The SEND Code of Practice and its practical application of strategies for meeting the needs of SEND children in a mixed ability classroom</li> <li>• Planning and implementing provision for children with SEND including the monitoring, assessment, recording and reporting of children's progress</li> <li>• The positive links necessary within school with all its stakeholders</li> <li>• Effective teaching and learning styles and how to implement them</li> <li>• How to further develop professional skills and knowledge</li> <li>• How to establish an effective rapport with children, based on high expectations</li> <li>• How to use ICT effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using comparative information about attainment</li> <li>• Understanding of the funding mechanism for SEND</li> <li>• Experience of working with external services that support the provision of children with SEND</li> </ul>

<b>Skills</b>	<p>The SENCO will be able to:</p> <ul style="list-style-type: none"> <li>• Promote the school's aims positively, and use effective strategies to enhance motivation and morale</li> <li>• Establish and develop a sound professional relationship with children, parents/carers and colleagues</li> <li>• Have an excellent track record in the classroom</li> <li>• Organise and sustain systematic support from a range of providers for a range of SEND</li> <li>• Manage the coordination of support staff in support of children with SEND</li> <li>• Advise and motivate teaching staff about SEND initiatives</li> <li>• Make consistent judgements based on careful analysis of available evidence</li> <li>• Develop sound professional relationships within the team</li> <li>• Present and communicate effectively to a variety of audiences</li> <li>• Develop Policy documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Good at influencing and negotiating with others whilst maintaining strong working relationships</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Be committed and highly resilient</li> <li>• Be passionate about delivering the best education for all children, including those with SEND</li> <li>• Love working with children and want the very best outcomes for them</li> <li>• Ability to address challenging issues with clarity of purpose and diplomacy</li> <li>• Knowledgeable and highly competent</li> <li>• Approachable and empathetic</li> <li>• Open minded and positive</li> <li>• Clear sighted and determined</li> <li>• Organised and resourceful</li> <li>• Innovative and proactive</li> </ul>	