



Inclusion Manager Job Description

Responsible to: Headteacher
Grade of Post: MPS plus SEN Allowance
Accountabilities: Inclusion, SENDCO and Well-being across the school

Job Purpose:

With the support of the Head Teacher, an Inclusion Manager takes responsibility for the day-to-day operation of the provision made by the school for pupils with SEN, EAL, PP and LAC. They also provide professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement for all pupils.

The Inclusion Manager will have a teaching commitment and be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document.

Knowledge and understanding:

- The characteristics of effective teaching and learning styles, including the main strategies for improving and sustaining high standards of pupil achievement and promoting their spiritual, moral, social and cultural development and their good behaviour, and how those strategies can be used to support pupils with SEN, EAL, PP and LAC;
- How information and communication technology can be used to help pupils gain access to the curriculum, as an aid to teaching and learning and as a means of communication between those teaching pupils with SEN, EAL, PP and LAC;
- Relevant research, national inspection evidence and legislation, including the SEN Code of Practice and equal opportunities legislation and how these apply to pupils with statements as well as those without;
- The requirements to communicate information effectively to LAs, external agencies, parents and other schools or colleges on transfer;

- How to contribute to the professional development of other staff in relation to pupils with SEN, EAL, PP and LAC; including how to recognise and deal with stereotyping in relation to disability or race;
- The purpose of individual education plans, including leading their formulation and planning their implementation and review.

Planning and setting expectations:

- Analyse and interpret relevant national, local and schools data plus research and inspection evidence to inform the SEN policy, practices, expectations, targets and teaching methods.
- Work with pupils, subject leaders and class teachers to ensure that realistic expectations of behaviour and achievements are set for pupils with SEN, EAL, PP and LAC.

Teaching and managing pupil learning:

- Identify and disseminate the most effective teaching approaches for pupils with SEN.
- Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEN, EAL, PP and LAC.
- Support the development of improvements in literacy, numeracy and information and communication technology skills, as well as access to wider curriculum. Identify and develop study skills to support pupils in their ability to work independently and learn more effectively.
- Lead and develop effective liaison between schools to ensure there is good continuity in terms of support and progression in learning when pupils with SEN transfer.

Assessment and evaluation:

- Collect and interpret specialist assessment data gathered on pupils and use it to inform practice.
- Devise, implement and evaluate systems for identifying, assessing and reviewing pupils' SEN in relation to the school's SEN policy.
- Provide regular information to the Headteacher and Governing Body on the evaluation of the effectiveness of provision for pupils with SEN, EAL, PP and LAC to inform decision making and policy review.

Pupil Achievement:

- Support staff in understanding the learning needs of pupils with SEN and the importance of raising their achievement.
- Monitor the progress made in setting objectives and targets for pupils with SEN, assist in the evaluation of and the effectiveness of teaching and learning and use the analysis to guide further improvement.
- Ensure the establishment of opportunities for themselves, learning support assistants and other teachers to review the needs, progress and targets of pupils with SEN, EAL, PP and LAC.

Relations with parents and wider community:

- Develop and maintain effective partnerships between parents and the school's staff so as to promote pupils' learning; communicate effectively; providing information to parents about targets, achievements and progress.
- Develop effective liaison with external agencies in order to provide maximum support for pupils with SEN, EAL, PP and LAC