



**HEWORTH GRANGE COMPREHENSIVE SCHOOL
JOB PROFILE – INCLUSION LEADER (SENCO)**

Post Title	TLR	INCLUSION LEADER – LEARNING
Purpose		<p>To raise pupil attainment by exercising the rights, duties and responsibilities of the post:</p> <ul style="list-style-type: none"> • To raise awareness of the importance of quality support for pupils with all aspects of special needs • To promote excellence and the consistency of high-quality provision for pupils across the school with special educational needs. • To monitor the progress of those pupils with special educational needs and disabilities, taking a key role in advising and implementing intervention strategies to drive improvement in attainment and achievement, including organising intervention as appropriate. • To maintain and update SEND information, disseminating to all relevant staff. • To maintain a strong sense of teamwork and collective responsibility. • To challenge weakness and low standards in meeting the needs of those pupils with educational needs. • To develop and enhance the teaching practice of others. • To ensure the provision of an appropriately broad, balanced and inclusive curriculum for all SEND pupils. • To lead the delivery of specific provision for pupils with learning difficulties. • To co-ordinate the provision for SEND pupils across all subject areas. • To act as a good role model • To oversee the functioning of Student Support Services in support of pupils with identified needs. • To work with the Inclusion Team. • To ensure the Code of Practice 2015 is adhered to within the school • To liaise with relevant outside agencies to ensure that individual pupil special additional educational needs are met effectively and that the requirements of Education Health Care Plans (EHCP) are met fully. • Curriculum development work of the Student Support team, including the development and implementation of course outlines, syllabuses and schemes of work. • To devise, implement and updating of Student Support team policies which reflect the school’s commitment to high achievement, and effective teaching and learning. • To analyse and interpret relevant national, local and school pupil data, plus research and inspection evidence, practices, expectations, targets and teaching methods. • To use data effectively to identify pupils who are seriously underachieving, creating and implementing, where necessary, suitable intervention strategies to support those pupils. Review the effectiveness of these intervention strategies. • To contribute to the writing of the School Improvement Plan in regards to Inclusion and SEND.

		<ul style="list-style-type: none"> To provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different pupils. To lead meetings for Student Support Services staff, communicate information and co-ordinating resulting action. To monitor the day-to-day management of the Student Support Services work areas, Creating a safe, effective and stimulating environment for the teaching and learning within Student Support Services. To be responsible for the annual SEN support team timetable, to ensure the best use of subject and other expertise. To ensure the effective and efficient management and organisation of learning resources, including ICT, allocating available resources with maximum efficiency to meet the objectives of the school and team plans and to achieve value for money. To plan, organise and lead on multi-agency meetings to provide support for the student
Reporting To		Assistant Headteacher (Access and Inclusion)
Responsible for		Subject staff with SEND responsibilities, SEND support staff.
Liaising with		Heads of Year, Heads of Department, Inclusion Support Manager, LA staff, Educational Psychologist, feeder primary Schools, other relevant external agencies and parents.
Working Time		Full time
Salary Range		M/UPS plus TLR1L plus an SEN1
CRB Disclosure Level		Enhanced

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Main Duties		
Strategic		<ul style="list-style-type: none"> Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND. Provide training opportunities for teaching and support staff about SEND. Disseminate good practice in SEND across the school. Identify resources needed to meet the needs of pupils with SEN and advise the Assistant Headteacher of priorities for expenditure. Advise the Assistant Headteacher of perceived needs in relation to curricular provision for pupils with SEND. Use assessment and behaviour data to monitor and intervene with pupil progress. Implement school policies and procedures. Develop the use of ICT to deliver the curriculum, and share practice and information.
Operational		<ul style="list-style-type: none"> Monitor the quality of curriculum and teaching provision for pupils with SEND. Identify and disseminate the most effective teaching strategies for

		<p>pupils with SEND.</p> <ul style="list-style-type: none"> • Prepare Individual Education Plans. • Ensure that provision for SEND is in line with Health and Safety guidance. • Ensure the provision of Special Arrangements in examinations, where appropriate.
Curriculum Provision and Development		<ul style="list-style-type: none"> • Organise the delivery of Literacy Progress Units, tracking pupils, monitoring pupils' progress. • Ensure the delivery of a high-quality SEND programme which meets the needs of learners. • Ensure the delivery of a high-quality programme for pupils in the Guidance & Learning Centre, to ensure that their needs are met. • Keep up to date with, and actively respond to, national developments in SEND-related issues.
Staffing: <ul style="list-style-type: none"> ▪ Development ▪ Recruitment/Deployment 		<ul style="list-style-type: none"> • Provide support and advice to all teaching and support staff, in dealing with issues relating to pupils with special educational needs. • Challenge poor practice and poor learning outcomes for pupils and offer support and opportunities for development of practice. • Undertake Performance Management, where required, in line with the schools Performance Management policy. • Provide CPD to all relevant staff regarding SEND issues. • Promote teamwork and motivate staff to ensure effective working relationships. • Train and develop the role of SEND support.
Quality Assurance		<ul style="list-style-type: none"> • Take action in response to issues raised by the monitoring process.
Management of Information		<ul style="list-style-type: none"> • Set targets for raising achievement among pupils with SEND and for those in the Guidance & Learning Centre. • Set up systems for identifying, assessing and reviewing the SEND needs of pupils. • Update the Head Teacher on the effectiveness of provision for pupils with SEND. • Develop understanding of learning needs and the importance of raising achievement among pupils.

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		<ul style="list-style-type: none"> • Keep parents informed about their child's progress. • Ensure that SEND data is accurate and up to date and available to inform report writing. • Identify and take appropriate action on issues arising from data, systems and reports.
Communications		<ul style="list-style-type: none"> • Attend and contribute to all relevant meetings. • Promote the inclusion of SEND-related issues in meetings, taking action, where appropriate, on issues raised in such meetings. • Liaise with colleagues in primary schools where children with SEND are to transfer to this school.
Liaison		<ul style="list-style-type: none"> • Liaise with Heads of Learning, Heads Department and Directors of Key Stage to track pupil progress and plan suitable intervention strategies. • Liaise with other schools in collating all relevant pupil information, to ensure continuity of support and learning when transferring pupils with SEND. • Lead the development of effective links with partner schools and other external agencies. • Form professional and collaborative working relationships with colleagues.
Management of		<ul style="list-style-type: none"> • Liaise with the Assistant Headteacher to set realistic spending

Resources		<p>priorities for the development of learning.</p> <ul style="list-style-type: none"> • Ensure the smooth running of the SEND department. • Plan within the framework of the school development plan. • Ensure that Health & Safety procedures are observed by staff and pupils.
Inclusion		<ul style="list-style-type: none"> • Continuously assess pupils, provide feedback, set targets and ensure they know how to improve. • Work with the Heads of Year and Directors of Key Stage to address issues of poor progress or misbehaviour. • Promote the use of effective behaviour management strategies in line with school policies. • Set a good example to pupils through personal and professional conduct.
Teaching/Role of Form Tutor		<ul style="list-style-type: none"> • Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils, matched to their needs and ensuring progression. • Organise lessons effectively to ensure high-quality learning. • Promote the general progress and well-being of pupils within an identified tutorial group. • Act as a model of good practice for all staff. • Use ICT to support effective learning.
Other Specific Duties		
Staff will be expected to undertake any duty specified by School Teachers' Pay and Condition Documents not mentioned above.		