



## Job Description – Inclusion Leader (FS1-Y13)

**Line Manager:** TBC

**Responsible for:** Ensuring the highest standard of support and provision for SEND students, Teachers and Teaching Assistants.

**Purpose Statement:** The Inclusion Leader position was established for the purpose of leading and supporting the planning, development and provision of the school's integrated support programs. In addition, assisting teachers develop strategies, skills, tools, techniques, and the capacity to effectively support students across the whole school (FS1-Y13)

### Essential Duties and Responsibilities

- Responsibility for, and facilitating, the continuous improvement of the SEND support program, including WAVE 1 , WAVE 2 and WAVE 3 as well as Gifted and More Able students.
- Write, implement and review ISPs in partnership with SEND colleagues, teachers, parents and students.
- Keep abreast of current developments in the areas of curriculum, pedagogy, and theory related to SEND developments
- make recommendation to teachers and parents of suitable additional measures which might be required in order for their children to access our curriculum.
- Lead workshops for parents as well as signpost parents in relation to specific SEND areas of interest/need
- Facilitate and promote SEND CPD to all staff
- Implement a cycle of monitoring of provision through lesson visits, book looks and analyses of data
- Write and evaluate a SEND Development Plan
- Lead and support staff on the provision of small group intervention, in-class support and lesson withdrawal
- Advise the Head of School and Executive Principal on the necessary additional assessments required to effectively asses and support children with additional needs.
- To propose an amended curriculum for secondary students who are having difficulty accessing our curriculum, and present to the Executive Principal for consideration by the MoEHE
- To liaise regularly and effectively with parents regarding the attainment and progress of their children
- Ensure that teaching assistants are effectively deployed across the year group
- To assist Admissions with recommendations for prospective students upon completion of their CAT4 and other baseline assessments



- Conduct termly performance related reviews with colleagues in the SEND team as per the Appraisal cycle.
- Follow and support the school mission, vision, aims, policies and practices
- Contribute to the broader curriculum programme within the school – e.g. extracurricular activities Inter-House competitions, parent consultations, trip and visits

**Any additional responsibilities as assigned by Senior Leadership Team**