



## Inclusion Lead

### JOB DESCRIPTION

#### Role Purpose:

The purpose of this role is to assist the Headteacher in managing the day-to-day running of the school, working alongside Trust Leaders, including the National Director of SEND

#### Key Accountabilities:

Reporting to the Headteacher, this post holder will be accountable for:

#### Responsible for:

- To lead on all aspects relating to inclusion.
- Specific responsibility of SENCo.
- To support teachers and teaching assistant with the delivery of high-quality intervention so that all pupils' regardless of background, achieve well
- To be responsible for ensuring that curricular provision is of the highest standard for pupils with SEND and EAL
- To liaise and work alongside external agencies to enable the development of Inclusion
- The role will be characterised by target setting, leadership, monitoring and evaluation.

#### Main purpose of the role:

- To assist the Headteacher in managing the day-to-day running of the school.
- To work alongside Trust Leaders, including the National Director of SEND.
- To meet with the Headteacher and/or senior staff at the Headteacher's discretion for corporate planning and therefore to be a part of the major decision making and development.
- To represent the Headteacher and Academy at meetings.
- Work to ensure that high standards and the school aims are maintained and enhanced at every opportunity by all members of the school community.
- By serving as a member of the Senior Management Team, the post holder is responsible for maintaining and enhancing our good reputation for discipline. He/she will encourage amongst the pupils; good behaviour, self-discipline and proper regard for authority. It is the postholder's responsibility to ensure the maintenance of good order and discipline at all times during the school day and to support colleagues in their efforts to do likewise.

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0



- To contribute daily to lunchtime supervision.
- At all times helping to consult and explain decisions to staff and taking a major part in the staff development programme of the school.
- Be seen around the school whenever possible, supporting colleagues and maintaining standards.

#### Key Responsibility:

- Strategic management of all issues relating to the curriculum and assessment of pupils with specific learning difficulties.
- To maintain the standards achieved and then to further raise levels of achievement across the whole school.
- Specific co-ordination of overall strategies related to raising achievement in Early Years, KS1, KS2 and, in conjunction with other members of the Leadership Team
- All aspects of inclusion planning and review.
- Work with the Deputy Headteacher in consultation, construction and production of the intervention/support timetable.
- Advise the Headteacher on the staffing implications of inclusion planning.
- Chair Inclusion meetings.
- Oversight of all external agencies relating to inclusive practice.
- Co-ordination of the target setting process for pupils with SEND/EAL
- Monitoring, in conjunction with other members of the Senior Management Team, the standards of teaching throughout the school, thus ensuring variety of teaching and learning strategies.
- Keep the Headteacher regularly advised on Inclusive developments and the legal requirements pertaining to the provision offered.
- The development of an LEA, area and national profile for our inclusive work.
- All aspects of school planning and school review for inclusive issues. The postholder should work to ensure that, as part of this, working parties are a real and effective part of planning and review.
- Development of appropriate community links.
- Encouragement of business sponsorship and the acquisition of grants, as appropriate.
- Any other reasonable duties requested by the Headteacher.

#### Support for the curriculum

- Support learning by arranging/providing resources for lessons/activities in agreement with the teacher

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0



- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

#### Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0



## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to ***think big*** for yourselves and for the world around you;
- We want everyone to ***do the right thing*** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

## OUR VALUES

Thinking Big	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li></ul>
--------------	---

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0



	<ul style="list-style-type: none"> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li> </ul>
Doing the Right Thing	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
Showing Team Spirit	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples' needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0



## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**      **Assessed at**  
**E – Essential**      **A – Application Stage**

**D – Desirable**      **I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Skills, Knowledge and Understanding</b>	Qualified teacher status or recognised equivalent	X		X	X	X
	Degree in subject specialism	X		X	X	X
	Evidence of continuous professional development	X		X	X	X
	National Qualification for SEN coordination (or be willing to work towards it)	X		X	X	X
	Knowledge of National Curriculum requirement	X		X	X	X
	Understands and is familiar with teaching and learning strategies	X		X	X	X
	Knowledge and understanding of school review and improvement agenda	X		X	X	X
<b>Experience</b>	Successful experience of teaching across the age and ability range	X		X	X	X
	Proven success at middle or senior management level	X	X	X	X	X
	Experience of managing change within the curriculum	X		X	X	X
	Experience of school development planning	X		X	X	X
<b>Management and Leadership</b>	Ability to lead, develop and manage initiatives	X		X	X	X
	Highly organised, efficient, effective, meets deadlines under pressure	X		X	X	X
	Ability to motivate and delegate	X		X	X	X
	Ability to communicate effectively with pupils, staff and parents/carers	X		X	X	X

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0



	Ability to raise expectations and attainment of all pupils	X		X	X	X
	Ability to lead and to be a member of a team	X		X	X	X
	Integrity and diplomacy	X		X	X	X
	Ability to set and maintain standards	X		X	X	X

This document was approved as follows	
People Development Director	Date: 02/04/20
Version	1.0