

SENCo / Inclusion Manager Job Description

The following may be adapted and used as a basis for a job description for the specified post.

Post: SENCo / Inclusion Manager

Responsible to: Headteacher

Job purpose:

Responsible for: *SEND provision and to oversee Child Protection*

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and learning

1. Identify and adopt the most effective teaching approaches for pupils with SEND
2. Monitor teaching and learning activities to meet the needs of pupils with SEND
3. Identify and embed a culture of good teaching and Quality First Teaching across the school for SEND pupils
4. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND

Recording and assessment

1. Set targets for raising achievement among pupils with SEND
2. Collect and interpret assessment data for SEND pupils and provide analysis data on progress and attainment (for SEND pupils)
3. Set up systems for identifying, assessing and reviewing SEND
4. Update the Headteacher and governing body on the effectiveness of provision for pupils with SEND
5. Develop understanding of learning needs and the importance of raising achievement among pupils
6. Attend consultation evenings and keep parents informed about their child's progress

Leadership

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
2. Provide training opportunities for learning support assistants and other teachers to learn about SEND
3. Disseminate good practice in SEND across the school
4. Identify resources needed to meet the needs of pupils with SEND and advise the Headteacher of priorities for expenditure

Standards and quality assurance

1. Support the aims and ethos of the school
2. Use technology and school mechanisms to full advantage for job efficiency
3. Attend, be available and participate in open evenings and parent / teacher consultations
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training

6. Attend & facilitate staff meetings and training
7. Develop links with governors, LA, external agencies and neighbouring schools

Other duties and responsibilities

The position will involve being a member of the Senior Leadership Team, and supporting the Headteacher and SLT in areas of school development and self-review.

PERSON SPECIFICATION

Post Title: Inclusion Manager / SENCo		
Education / Qualifications / Knowledge	Essential or desirable	How tested (S) used at shortlisting
➤ Qualified Teacher Status	E	Application Form / Certificates
➤ Evidence of on-going professional development in relation to teaching, leadership, special educational needs & inclusion	E	Application Form / Certificates
➤ The characteristics of effective teaching and learning styles in order to support pupils with SEND	E	Application Form / Interview
➤ The purpose of devising, formulating, implementing and reviewing IEPs, provision maps etc.	E	Application Form
➤ Recent relevant CPD along with evidence of further professional development in the area of SEND	D	Application Form / Interview
Aptitudes and skills		
➤ Commitment and confidence in meeting the needs of SEND pupils	E	Application Form / Interview
➤ Provide professional direction to the work of the others	D	Application Form
➤ Make informed use of specialist resources	E	Interview
➤ Disseminate and encourage the effective application of good practice in other areas of the school to the provision for pupils with SEND	D	Interview
➤ Develop record systems to support the work of school staff	E	Application Form / Interview
➤ That you can judge when to make decisions and when to consult with others, including external agencies	E	Application Form
➤ That you can prioritise and manage your own time effectively, particularly in relation to balancing the demands made by administrative duties: teaching and acting as a resource for others	E	Application Form
➤ That you are adaptable to changing circumstances and new ideas	E	Interview
➤ That you have taken responsibility for your own professional development	E	Application Form
➤ Your commitment and enthusiasm for teaching	E	Application Form / Interview
Experience & Skills		
➤ Experience of successful leadership and management within a school or other educational setting in the area of inclusion (SEND, EAL, More Able, Disadvantaged etc.)	E	Application Form / Interview
➤ Outstanding teacher with evidence of successful teaching.	E	Application Form
➤ Ability to provide professional leadership and management of a staff team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school.	D	Application Form
➤ Knowledge of relevant legislation - in particular of the SEND Code of Practice, equal opportunities and disability discrimination legislation and how these apply to pupils with Education & Health Care Plans / Statements as well	E	Application Form

as those without.		
➤ Knowledge of the range and type of interventions available and be able to apply these appropriately in the context of the school's resources and the individual child.	E	Application Form
➤ Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare Services.	E	Application Form
➤ Experience of inter-agency work.	E	Application Form
➤ Ability to work under pressure and to deadlines.	E	Application Form
➤ Ability to use data effectively in setting targets and evaluating interventions	E	Application Form
➤ Knowledge of safeguarding children and rigour in following these procedures.	E	Application Form / Interview
➤ Experience of being a Designated Safeguarding Lead and be able to apply and use up to date knowledge in Child Protection and Safeguarding.	E	Application Form / Interview
Personal Attributes		
➤ High levels of enthusiasm, motivation and a commitment to working with children	E	Interview
➤ Excellent interpersonal skills	E	Interview
➤ A commitment to working with all stakeholders in school	E	Application Form
➤ Excellent written and oral communication skills.	E	Application Form / Interview
➤ Excellent time and task management skills.	E	Application Form
➤ Ability to maintain confidentiality.	E	Application Form
➤ A strong commitment to future personal and professional development.	E	Application Form / Reference
➤ Ability to inspire, lead and motivate children and staff in the pursuit of excellence	E	Application Form / Reference
➤ Ability to demonstrate a positive attitude and to develop and maintain positive and supportive relationships with children, staff, parents and governors.	E	Application Form / Interview / Reference

