** Ark Byron Primary Academy**

**Job Description: Inclusion Lead & SENCo**

**Reporting to:** School Principal

**Start date:**  Late Autumn 2019 or January 2020

**Salary:** Ark MPS (Inner London) £30,406.00 - £41, 381.00)/UPS (£46,272.00 - £50, 523.00)

**The Role**

To lead, develop and support inclusive practice for pupils with additional learning needs in school at Ark Byron Primary Academy. To ensure pupils’ learning needs are addressed in the most effective way and, where appropriate, that they make rapid progress in line with the school expectations.

**Key Responsibilities**

* To coordinate the strategic direction and development of inclusive provision across the school so that all pupils with a range of additional needs are well supported
* Monitor the impact of teaching and learning activities on the progress made by pupils identified as having specific needs
* Liaise with other schools to ensure continuity of support and learning when transferring pupils to the academy
* Liaise with parents of pupils with SEND to ensure that they are involved in the process of planning and reviewing provision
* To oversee and ensure quality provision for children with SEND, LAC, EAL, G&T and liaise with staff and appropriate agencies
* Support the development of high achieving classrooms, which supports and fosters the achievement of pupils with additional learning needs
* Play a leading role in maintaining/establishing the whole academy’s culture and ethos and providing strategies to support pupils with additional learning needs
* To meet the academy’s demanding expectations in the area of behaviour for learning
* To build and line manage the Inclusion Team
* Helping to maintain/establish discipline across the whole academy
* Contribute to the effective working of the academy

**Outcomes and Activities**

**Leading Inclusion**

* Develop strategies to ensure early identification of pupils with additional needs
* Identify and adopt effective teaching approaches for pupils with special and additional needs
* Monitor teaching and learning activities, to meet the needs of all pupils
* Establish and disseminate strategies that support all staff in their work with pupils
* Identify the training needs of staff and organise/coordinate INSET and CPD in SEND, EAL, behaviour or other
* Develop staff support at all levels to ensure they have the best training to fulfil their roles
* In consultation with the Principal, deploy staff to ensure both best coverage of pupils and that individual needs are met.
* Support the Principal to undertake the main professional duties of a SENCo as set out in the Ark schools pay and conditions of service document
* Oversee and monitor the quality of provision mapping

**Teaching and Learning**

* Influence whole school teaching and learning policy to ensure aspects of inclusive teaching
* To provide cover for teachers and teach engaging and effective lessons within teams and support the notion that all teachers are also learners
* Use regular, measurable and significant assessments to monitor progress and set targets
* Respond accordingly to such monitoring
* Identify and lead support groups for pupils with specific needs, e.g. ASD, Speech, Language and Communication, SEMH, etc.
* Ensure that all pupils achieve at Chronological age level or, if well below level, make significant and continuing progress towards achieving a level
* Collect and interpret specialist assessment data gathered on pupils and use to inform practice
* Support developments and initiatives to improve standards in English and mathematics as well as access to the wider curriculum
* Maintain regular and productive communication with parents
* Ensure statutory responsibilities for Education, Health and Care Plans and their Annual Review are met
* Undertake other various responsibilities as directed by the Principal

**Person Specification: Inclusion Lead & SENCo**

**Qualification Criteria**

* Qualified degree level and above
* Qualified to teach in the UK and undertaken specific SENCo training – or be willing to do so
* Right to work in the UK

**Knowledge, Skills and Experience**

* Experience of identifying, monitoring, evaluating and providing effective strategies for pupils with SEND, EAL and high attaining pupils
* Experience of raising attainment for pupils with SEND
* Experience of leading or working with effective intervention programmes to improve outcomes for pupils with particular learning needs

**Behaviours**

**Leadership and Management**

* Experience of having built successful working relationships with diverse groups of staff (ideally across a multi-sited, complex organisation)
* Excellent interpersonal skills and the ability to maintain the right balance of support and challenge to staff
* Strong team player and manager skills
* Ability to act as a role model to staff and students
* Ability to be resilient, maintain motivation and commitment to driving up standards of work
* Vision aligned with ARK’s high aspirations, high expectation of self and others
* Commitment to the safeguarding and welfare of all pupils

**Specific skills**

* Excellent SEND teaching skills
* Excellent behaviour management, with clear boundaries, sanctions, rewards and praise.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. Any omissions or discrepancies in employment history will be explored.