



St Laurence Catholic Primary School



Inclusion Leader Job Description

To lead the promotion, direction, and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for vulnerable pupils. To assist the Head of School in ensuring inclusive practice is developed to promote the highest standards of pupil achievement and wellbeing for all.

In addition to the duties and responsibilities of the above you are required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained.

In the context of this Job Description, vulnerable pupils are deemed to include:

- Pupils on the School's Special Educational Needs Register.
- Pupils with identified specific learning difficulties.
- Pupils with identified behavioural problems
- 'Looked After' pupils.
- Pupils whose first language is other than English.
- Pupils eligible for free school meals and pupil premium funding
- Pupils belonging to ethnic minorities.
- Pupils needing support with mental health and wellbeing

1. Teaching

- 1.1. Identify and promote the most effective teaching approaches for those vulnerable pupils.
- 1.2. Monitor teaching and learning activities to meet the needs of vulnerable pupils.
- 1.3. Identify and promote skills that will develop pupils' ability to work independently.
- 1.4. Liaise with other schools to ensure continuity of support and learning when transferring vulnerable pupils.

2. Whole school organisation, strategy and development

- 2.1. Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on vulnerable pupils.
- 2.1 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.2 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

- 3.1 Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the School behaviour policy.

4. Management of staff and resources

- 4.1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with special educational needs.
- 4.2. Provide training opportunities for teaching assistants and other teachers to learn about special educational needs.
- 4.3. Disseminate good practice for vulnerable pupils across the school.
- 4.4. Identify resources and provision needed to meet the needs of vulnerable pupils and advise the Headteacher of priorities for expenditure.
- 4.5. Support in the management of teaching assistants across the school

5. Professional development

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- 6.1. Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- 6.2. Communicate with senior leadership team and Head of School so that they are informed about actions and initiatives introduced to support children.

7. Working with colleagues and other relevant professionals

- 7.1. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2. Participate in administrative and organisational tasks, including the direction or supervision of members of the Inclusion team, providing support for the teachers in the school.
- 7.3. Report to the Governing Body when and where necessary

8. Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school.

9. Upper Pay Range Accountabilities (If applicable)

- 9.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 9.5 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- 9.6 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
- 9.7 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Specific details of the accountabilities (e.g. which workplace policies under paragraph 9.1 above that the post holder will contribute to implementing and promoting) should be recorded below and reviewed annually by the appraiser.