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Job Description for the post of Inclusion Manager / DSL: Seaford Primary School

Post:	Inclusion Manager/DSL
School:	Seaford Primary School
Pay Range:	Teachers Main scale/UPS + SEN Allowance
Responsible To:	The Governors of the school and the Local Authority

Job Purpose

To work closely with the headteacher, senior leadership team and colleagues in the strategic development of the school's inclusion policy and oversee the day-to-day operation of that policy with the aim of raising pupil achievement and ensuring pupil safety.

Areas of responsibility and key tasks:

Strategic Direction and Development of inclusion Provision in the School (with the support of, and under the direction of the head and leadership team)

- exercise a key role in assisting the headteacher and governors with the strategic development of inclusion policy / provision;
- Depending on experience, either be a key member of the Senior Leadership Team (SLT) or report to the SLT as required;
- Designated Safeguarding Lead (DSL) to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the LA and working with other agencies.
- Work closely with school leaders and Deputy DSL's to ensure a rigorous holistic approach to safeguarding across the school.
- support all staff in understanding the needs of SEND and vulnerable pupils and ensure the objectives to develop inclusion are reflected in the school development plan;
- monitor progress of objectives and targets for vulnerable pupils and those with SEND from teachers' plans;
- evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- analyse and interpret relevant school, local and national data and advise the headteacher on the level of resources required to maximise achievement;
- liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.



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Teaching and Learning

- support the identification of and disseminate the most effective teaching approaches for vulnerable pupils and those with SEND;
- work with the head teacher and staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting including provision management
 - developing a recording system for progress
- collect and interpret specialist assessment data to inform practice;
- undertake day-to-day co-ordination of SEND and vulnerable pupils' provisions through close liaison with staff, parents and external agencies;
- work with SLT, teachers, support and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils;
- consider the range of teaching strategies / equipment that could be utilised for pupils

Leading and managing:

- provide professional guidance to staff to secure good teaching for vulnerable pupils, through both written guidance and meetings;
- contribute to the performance management process for support assistants;
- advise on and contribute to the professional development of staff, including whole school INSET provision;
- provide regular information to the head teacher and governing body on the evaluation of inclusion and safeguarding provision;
- line manage some TA's and INA's
- co-ordinate support staff

Effective deployment of staff and resources

- advise the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency;
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school inclusion and safeguarding policies.

Other professional requirements

- Co-ordinate all Statutory Assessment requests and Annual Reviews and attend / chair when necessary;
- Facilitate continuity and progression through transition
- Support and develop Safeguarding
- Act as an effective gatekeeper for information sharing

