

**Inclusion Manager – Deputy SENDCO**

**37 Hours per week**

**Full Time or Term Time Only**

**JOB DESCRIPTION**

**RELATIONSHIPS:** Responsible to Associate Assistant Principal (SENDCO)

**REMUNERATION:** Salary HBC 7

**Job Purpose:**

To support the Associate Assistant Principal (SENDCO) in leading and managing SEND provision and collaborate with Inclusion Managers to enhance whole-school Inclusion, helping students and families overcome barriers to learning and engagement.

**Core Responsibilities:**

* Support the Associate Assistant Principal (SENDCO) in shaping and promoting a shared vision for SEND success, ensuring widespread ownership of its underpinning values and principles.
* Deputise for the Associate Assistant Principal (SENDCO), providing leadership for high-quality SEND provision, including managing individual learning plans, liaising with stakeholders, and ensuring compliance with regulations and best practices.
* Develop and oversee the implementation of the school's SEND and Inclusion strategy.
* Collaborate with Inclusion Managers to drive forward CPD, whole-school developments, and intervention strategies.
* Serve as a team leader, fostering a positive culture and effective collaboration within the school and broader community/agencies.
* Contribute to the school’s self-improvement cycle through internal and external quality assurance processes and development planning.
* Lead and manage high-quality leadership development within the team, including line management and support for teaching assistant and mentors.
* Oversee and track the SEND and Inclusion cohort, ensuring effective communication with all stakeholders.
* Identify and escalate cases requiring early intervention or additional support, both internally and externally.
* Provide support to families and students facing challenges with school attendance and engagement.
* Lead Plan, Do, Review cycles for students with additional needs, ensuring consistency and measurable impact to guide next steps.
* Produce half-termly reports on the impact of interventions for the Senior Leadership Team and Governing Body.
* Refer and liaise with external professionals, such as psychologists, social care providers, and therapists, implementing their advice and strategies.
* Collaborate with external partnerships, the Local Authority, and other networks at local and national levels.
* Model and lead interventions with students and families to exemplify best practice for colleagues.
* Ensure the quality and compliance of statutory documentation and individual plans for students with additional needs, e.g., EHCPs, CAMHS, PEPS.
* Oversee the transition and destinations of students within the SEND and Inclusion cohort across key stages and post-16 pathways.
* Adhere to and promote safer working practices within all aspects of the role.
* Stay up to date with research and statutory guidance, delivering CPD updates as required.
* Lead the team’s appraisal system, ensuring its effectiveness and robustness.
* Manage day-to-day provision, including staff briefings, timetables, room bookings, and development of high-quality spaces.
* Train staff working with students with complex needs, supervising and developing the skills of support staff.
* Engage in personal development through training and other learning activities as required.
* Attend and contribute to meetings as necessary.
* Comply with policies on child protection, health and safety, security, confidentiality, and data protection, reporting concerns appropriately.
* Support diversity and inclusion, promoting equal access and respect for all, regardless of background.

Note; To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

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| Prepared by: | Melissa Lawrenson |
| Job Title: | SENDCo |
| Date: | 25/03/25 |
| Date for Review: |  |