**Inclusion Leader & Special Educational Needs Co-ordinator (SENCo)**

**Job Description**

**Main purpose of the post**

Responsible to the headteacher and governing body to:

* Promote good outcomes for all pupils
* Have strategic and operational oversight of the school’s provision for pupils with additional needs
* Advise and support other members of staff e.g. teachers and teaching assistants (TAs)
* Work effectively with all stake holders, including external agencies

# Duties and responsibilities

Working with pupils

* Identify students who may be in need of additional support
* Co-ordinate interventions for specific pupils, both 1:1 and in small groups
* Create an environment that supports all pupils with additional needs to reach their full potential
* Track and monitor progress of pupils in need of additional support, e.g. with SEND
* Maintain, review and adapt records and plans for individual pupils

Working with colleagues

* Liaise regularly with staff, providing insights and ideas to improve outcomes for children
* Provide training and support for TAs and teachers
* Supervise TAs and other members of staff carrying out interventions

Working with parents and external agencies

* Liaise with external support agencies and professionals as directed by the headteacher
* Communicate with parents about specific interventions / support in place for their child
* Liaise with parents about their child’s progress

# Other areas of responsibility

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
* Work as part of a team of designated safeguarding leads (DSL)
* Monitor and ensure effective use of CPOMS and take responsibility for ensuring that all staff understand and follow safeguarding policies and procedures
* Ensure that Fircroft’s policies and practices take account of national and local guidance and statutory expectations.

**Attendance**

* Work closely with the Attendance officer to monitor absences and to promote good attendance, in line with Fircroft’s attendance policy.

**Pupil Premium**

* Work closely with subject leaders and the senior leadership team to reduce attainment gaps and enrich the learning experience for children in receipt of pupil premium.

**English as an Additional Language**

* Monitor children’s fluency in English as an Additional Language, advising and supporting other members of staff to ensure classroom practice is inclusive.