



As St. Walburga's school family we walk in the footsteps of Jesus by ...

- welcoming all
- learning to be the best we can
- joining together in prayer
- serving God and one another.



St Walburga's Catholic Primary School
Leader for Inclusion & SENCO
Grade: L1 – 4

Main purpose:

The Leader for Inclusion and SENCO will lead on Inclusion at St Walburga's, providing strategic direction for Inclusion, SEND, mental health and Safeguarding. This will primarily include:

- Ensuring our vision and ethos for inclusion is lived out, setting and upholding ambitious expectations for all pupils with special educational needs and disability (SEND) and ensuring that pupils with SEND are included in all aspects of school life.
- Determining the strategic development of our SEND policy and provision in order to raise the achievement of our children with SEND, those eligible for Pupil Premium, and those identified as vulnerable.
- Working closely with other members of the leadership team to ensure that excellent quality of education is provided to all our pupils, including the most disadvantaged and pupils with SEND.
- Carrying out the role of SENCO for the school, overseeing, co-ordinating, liaising and managing day to day provision, procedures and processes related to SEND and Inclusion.
- Being one of our Deputy Designated Safeguarding Leads.
- The role may include occasional teaching cover or teaching small groups.

Key Responsibilities:

As a member of the Senior Leadership Team, in partnership with the Headteacher and Deputy Headteacher:

- Support the Headteacher and Leadership Team in the day-to-day running of the school.
- Communicate and enlist others in the school's vision and Catholic Christian ethos.
- Lead by example, building positive relationships with all members of the school community.
- Contribute to self-evaluation and school development planning.
- Actively seek ways to change, grow and improve.
- Foster collaboration, encourage contributions and help ensure high performing teams across the school to have maximum impact on our provision for children.

Inclusion and SEND:

- Support colleagues to ensure that our curriculum is adapted so that it is coherently sequenced to respond to all pupils' needs, starting points and aspirations for the future.
- Overseeing the day-to-day operation of the school's SEND policy as SENCO.
- Co-ordinating provision for children with SEND, Looked After Children, Children in receipt of Pupil Premium grant, children with medical conditions and children experiencing mental health difficulties.
- Advising on and managing the graduated approach to providing SEND support.
- Manage the processes of Educational Health Care Plans, support plans, PEPs, care plans and any other associated plans, assessments and referrals.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Provide regular reports to governors and ensure website Inclusion and SEND information is kept up to date, including the Equality and Accessibility plan.
- Liaising with parents.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.

- Being a key point of contact with external agencies, especially the local authority and its support services.
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the Headteacher and Governors to ensure that school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps all records of all pupils with SEND up to date and secure.
- Enable early identification of needs, through classroom support and monitoring, and provide early intervention through liaison with the relevant staff and external agencies.
- Ensure interventions meet the needs of all pupils with SEND and co-ordinate provision for children with SEND.
- Support class teachers to assess and identify the needs of any pupils with barriers to learning who are at risk of underachieving, for example those with SEND, EAL or children in receipt of the Pupil Premium grant.
- Ensuring arrangements are in place to support children with medical conditions and be responsible for individual healthcare plans.

Teaching and Learning:

- Be a role model for high quality and exemplary teaching and learning, ensuring high expectations are made explicit.
- Develop staff by undertaking coaching and mentoring and organising/leading INSET and CPD to improve practice when required.
- Ensure that class teachers understand their statutory responsibilities; changes to the national Code of Practice and guidance, and realise their responsibility towards individuals in the relevant groups – and are equipped and confident to meet their differing needs.
- Keep abreast of the latest developments in inclusion and primary education.
- Monitor, evaluate and support colleagues to adjust teaching and learning activities to meet the needs of pupils with SEND.
- Evaluate assessment data, in conjunction with teachers and other leaders.

Leading and managing staff:

- Line managing the Pastoral team and Teaching Assistant team.
- Lead appraisals for the Teaching Assistant team.
- Work with other members of the leadership team to plan and implement recruitment of Teaching Assistants.
- Act as one of school's Deputy Designated Safeguarding Leads, and the Designated Teacher for Looked after Children.
- Provide professional advice and support to colleagues.

General:

- Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Headteacher, including deputising for members of the leadership team in their absence.
- Promote strong relationships beyond the school, working in partnership with parents, carers, parishes and the local community.
- Representing the school at school events.

St Walburga's Catholic Primary School is dedicated to safeguarding the welfare of our children and this post will be subject to a DBS check.