



JOB DESCRIPTION

Job Title: Inclusion Lead

Reports to: Headteacher & Trust Safeguarding Lead

JOB PURPOSE

Responsibility for ensuring the effective delivery of interventions and support that enable all school children to thrive.

KEY RESPONSIBILITIES

Early Help and Prevention:

- To lead the school's work to help children and their families that require extra support to fully engage with education and wider services.
- Proactive collaboration with teachers, parents/carers, and external agencies to create a holistic support networks around children and their families.
- Provide short term practical support, e.g. working with family to identify issues/barriers identifying and signposting to outside agencies.
- To work in partnership with other services regarding the support for children and their families, including CAHMS, Health Visitors and other medical services, Children Services and Social Services.
- Monitor and evaluate Early Help provision, ensuring timely and impactful intervention.

Pastoral Support

- To work with teachers and other staff to identify effective strategies to enable children to thrive in the classroom environment.
- To undertake initial analysis of children with SEMH needs, designing and monitoring interventions to support their learning.

Supporting Pupil Attendance

- Analyse attendance data to identify patterns and underlying causes of absence.
- Develop and implement targeted interventions to support individual students with attendance challenges.
- Work with families and external agencies to address barriers to attendance and promote positive engagement.
- Monitor and evaluate the effectiveness of attendance interventions, making adjustments as needed.

Provision for pupils with Special Education Needs and Disabilities (SEND):

- In collaboration with the Headteacher and SENDCO, support the development of policy and provision to raise the achievement of children with special additional needs.
- Support the SENCO by collaborating with teachers, parents/carers, and other professionals to gather comprehensive evidence and develop robust recommendations, including for EHCP applications.

Promoting Inclusion

- Promote diversity, equity and inclusion within the school, including the development and implementation of action to support an inclusive environment and support marginalised groups.
- Work to promote collaboration and ensure pupils feel valued through equal access to educational opportunities.

Additional Responsibilities:

- Stay up-to-date on current legislation, policy and best practices in inclusion, SEND and safeguarding, including KCSiE.
- Support the delivery of and participate in professional development opportunities for staff on inclusion-related topics.
- Build strong relationships with parents/carers, fostering trust and open communication.
- Contribute to the development and implementation of the organisation's approach to inclusion.
- Provide strategic advice and guidance to leadership on matters relating to inclusion.

Qualifications and Skills:

- A relevant degree or equivalent qualification in education, social care, or a related field.
- Demonstrated experience working with children with SEND and/or promoting inclusion in education or other settings.
- To have an understanding of the EHCP process and SEND legislation, including the SEND Code of Practice.

- To work as a reflective practitioner in order to identify issues and improve practice.
- Excellent communication, collaboration and interpersonal skills.
- Ability to build and maintain positive relationships with children, families and professionals.
- Proven leadership skills and experience in managing and motivating teams.
- Excellent analytical and problem-solving skills.
- Strong organisational and time management skills.
- Commitment to equal opportunities and inclusion.