



FEARNHILL SCHOOL

Headteacher – Mr T Spencer, BSc

Job Description: Inclusion Leader

- 1. Title and Grade of Post: Inclusion Leader**
H3 27hrs TT + 5 training days

- 2. General Professional Responsibilities**
 - 2.1 Be active in promoting the school's aims, policies and procedures through delivering high standards of support;
 - 2.2 Have thorough working knowledge of the school policies and how they impact on SEND provision;
 - 2.3 Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community;
 - 2.4 Have regard for the need to safeguard pupils' wellbeing by following relevant statutory guidance along with school policies and practice;
 - 2.5 Uphold values consistent with those required from teachers by respecting individual differences and cultural diversity;
 - 2.6 Commitment to improve own practice through self-evaluation and awareness.

- 3. Relationships**
 - 3.1 The post holder is responsible and accountable to the Headteacher;
 - 3.2 The post holder reports to the SENDCo;
 - 3.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.

- 4. To Support a Student or Group of Students**
 - 4.1 Assist a student or group of students to access all areas of the curriculum as effectively as possible;
 - 4.2 Assist with the development and implementation of Individual Learning Plans;
 - 4.3 Monitor and evaluate student performance;
 - 4.4 Support specific learning needs as required, to deliver individual or group interventions as required;
 - 4.5 Provide support and challenge to enable learning within group and individual learning situations;
 - 4.6 Establish and maintain a positive working relationship with students;
 - 4.7 Encourage positive learning behaviour and routines to enable effective learning;
 - 4.8 Assist students' learning by preparing materials in advance and modifying where necessary;

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

Telephone: 01462 621200 – Email: admin@fearnhill.herts.sch.uk – Website: www.fearnhill.herts.sch.uk



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- 4.9 Understand and support independent learning and inclusion of all students as required;
- 4.10 Provide praise and promote the development of students' social and emotional wellbeing;
- 4.11 Encourage the development of independence and self-reliance in students.

5. Supporting Learning

- 5.1 Support teaching staff and other professionals in developing a suitable programme of support;
- 5.2 Share information about students with staff, parents/carers, agencies as appropriate;
- 5.3 Work together with teaching staff and/or other professionals to contribute to a system for recording progress of students;
- 5.4 Contribute to the maintenance of student progress records in accordance with the SEN Code of Practice;
- 5.5 Work with the SENDCO and SEND Administrator to provide provision within and outside the classroom;
- 5.6 Liaise with other Inclusion Leaders and the SENDCO to ensure transparency and effective communication;
- 5.7 Liaise with teaching staff, HoF/Ds and HoKS to meet needs and work with the SENDCO to review impact;
- 5.8 Support students with access arrangements at the direction of the SENCO and Exams Manager;
- 5.9 Carry out any other duties as reasonably directed by the Headteacher and Senior Leadership Team.

This job description issued October 2024 may be amended at any time by agreement, but in any case, will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to comply with the School's Safeguarding Policy, observe all other School's policies and observe data protection guidelines

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