

St Mary's C of E (Aided) Primary School

Link Lane

Pulborough

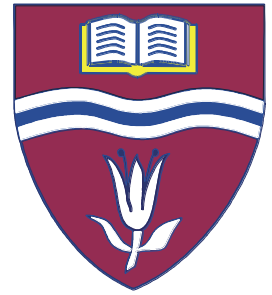
West Sussex

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A Christ-centred school with a child-centred curriculum

Job Description: Inclusion Lead (SENDCo)

Purpose of the Role

To lead the strategic development and operational management of SEND provision across the school, ensuring compliance with statutory frameworks including the SEND Code of Practice and Equality Act 2010. The Inclusion Lead will secure high standards of support, inclusion, and outcomes for pupils with SEND, including those with EHCPs, Children Looked After (CLA), and pupils with English as an Additional Language (EAL). This is a non-class-based senior leadership role.

Key Duties

Strategic Leadership and Management

- Be a core member of and contribute actively to the leadership team by providing expert advice and strategic insight on inclusion, ensuring that SEND priorities are integrated into whole-school planning and decision-making.
- Develop, implement and monitor the school's SEND policy and provision, ensuring it is reflected in the School Improvement Plan.
- Lead and quality assure the graduated approach (Assess–Plan–Do–Review) for all pupils with SEND.
- Keep abreast of national and local SEND developments, statutory guidance and best practice.
- Take on additional leadership responsibilities as required in line with school leadership expectations.

Operational Management

- Maintain an accurate SEND register and provision map (ISPs).
- Coordinate the identification, assessment and intervention for pupils with SEND.
- Lead statutory EHCP Annual Reviews and ensure timely liaison with the Local Authority and external agencies.

- Oversee the effective deployment and line management of support staff teams and the SEND Admin Assistant responsible for SEND administrative duties.
- Monitor provision for pupils with additional needs, feeding back to wider SLT with suggested ways forward.
- Provide training, support and advice to staff to promote quality first teaching and effective SEND interventions.
- Lead by example in delivering high-quality teaching and learning, supporting colleagues to meet the Teachers' Standards by promoting inclusive, engaging and effective practice that addresses the diverse needs of all pupils.
- Work closely with pastoral staff to support pupils' wellbeing and behaviour.

Safeguarding and Equality

- Act as a Deputy Designated Safeguarding Lead (DSL), supporting safeguarding and child protection across the school.
- Promote equality, diversity and inclusion throughout the school community
- Ensure compliance with safeguarding policies and maintain confidential records.

Collaboration and Communication

- Liaise effectively with parents/carers, external agencies, and Local Authority representatives.
- Support smooth transitions for pupils with SEND between phases and settings.
- Contribute to reports for governors and statutory reporting requirements.

General

- Undertake any other duties commensurate with the role as directed by the Headteacher or Senior Leadership Team