



**BROUGHTON MANOR
PREPARATORY SCHOOL**
BELONG • CREATE • ACHIEVE

JOB DESCRIPTION

Job Title: Head of inclusion

Reports to: Head

Main Purpose of the Post

The Head of inclusion, under the direction of the Headteacher, will:

- Ensure effective progress of all pupils with SEND and AEN and a full participation in all that Broughton Manor Preparatory School offers.
- Determine the strategic development of the Special Educational Needs (SEN) Policy and provision in the school.
- Be responsible for the day-to-day operation of the SEND policy and coordination of specific provision to support all pupils with SEN or a disability at Broughton Manor Preparatory School.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Advise the Head and Registrar on the admission of pupils with SEND.

Main Duties and Responsibilities (Teaching and Learning)

1. Identify and adopt the most effective teaching approaches for pupils with SEND.
2. Ensure there is appropriate challenge for able and gifted learners along with a programme of enrichment activities.
3. Monitor teaching and learning activities to meet the needs of pupils with SEND.
4. Identify and teach study skills that will develop pupils' ability to work independently.
5. Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND.
6. Liaise with LA's re pupils with EHCPs and/or external therapeutic provision.
7. Teach a caseload of pupils in small groups or if necessary on a 1-1 basis.
8. Lead class reviews of needs.



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9. Help lead the team in new assessments, ensuring summary information is provided to the Head before feedback to parents is given.

Main Duties and Responsibilities (Recording and Assessment)

1. Support SMART target development for raising achievement among pupils with SEND.
2. Keep registers of AEN pupils: SEND, able and gifted, talented, English as an additional language and vulnerable pupils.
3. Collect and interpret specialist assessment data and disseminate to staff.
4. Provide oral and/or written assessments, reports and references relating to individual/groups of pupils.
5. Update the Head on the effectiveness of provision for pupils with SEND.
6. Develop understanding of learning needs and the importance of raising achievement among pupils.
7. Complete applications for pupils requiring extra time in external examinations such as 11+.
8. Attend consultation evenings and keep parents informed about their child's progress.

Main Duties and Responsibilities (Leadership)

1. Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN.
2. Ensure there is an induction/presentation package for new staff explaining SEND provision within the school.
3. Provide training opportunities for Learning Support Assistants and other teachers to learn about SEND.
4. Disseminate good practice in SEN across the school.
5. Identify resources needed to meet the needs of pupils with SEN and advise the Head of priorities for expenditure.
6. Be inspection ready at all times.
7. Organise and lead a weekly after school club.

Main Duties and Responsibilities (Further Learning and Development)

1. Participate in arrangements for your professional development.
2. Keep up to date with national developments in SEND changes and strategies.



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Main Duties and Responsibilities (Standards and Quality Assurance)

1. Support the aims and ethos of the school as stated.
2. Ensure SEND information is updated on the School website.
3. To work with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils into the next class.
4. Supervise children at break time and lunch time on a rota basis.
5. Attend and participate in open evenings, open days and other formal school occasions.
6. Uphold the school's behaviour code and uniform regulations.
7. Participate in staff training.
8. Attend team and staff meetings and regular 1:1 meetings with the Head.
9. Develop links with Chatsworth Schools, neighbouring schools and external agencies.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



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