



# ST HELEN'S CATHOLIC PRIMARY SCHOOL

## JOB DESCRIPTION

### HEAD OF SEND & INCLUSION

MS/UPS + SEN Allowance 1

**Responsible to:** Headteacher, Governing Body and Assisi Catholic Trust

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### Job Purpose

The Head of SEND & Inclusion, under the direction of the Headteacher, will provide strategic leadership for SEND and inclusion across the school. The postholder will oversee statutory SEND processes, lead and manage the school's inclusion team, and contribute to whole-school improvement as a member of the senior management team.

In addition, the role includes **direct teaching and day-to-day leadership of pupils with SEND**, including those educated within the **school's purpose-built SEND provision**, modelling high-quality inclusive practice and supporting pupils with a wide range of needs, which from time to time may include severe and complex needs.

The postholder is expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

### Strategic Leadership and Development

1. Work with the Headteacher and Governors to shape the strategic development of SEND and inclusion, including the formulation, implementation and review of policies.
2. Contribute to school self-evaluation and improvement planning, with a specific focus on outcomes for pupils with SEND.
3. Ensure SEND priorities are reflected clearly within the School Improvement Plan and translated into effective classroom and intervention practice.
4. Maintain up-to-date knowledge of national and local developments in SEND and inclusion, advising leaders and governors as appropriate.
5. Evaluate the impact and effectiveness of SEND funding and provision, proposing adjustments to maximise pupil progress and inclusion.

### Leadership of SEND Provision and Practice

1. Lead the day-to-day operation of SEND provision, including maintaining an accurate SEND register and provision maps.



2. Take responsibility for **direct teaching and support of pupils with SEND across the school**, particularly within the school's **purpose-built SEND provision**, modelling effective and inclusive teaching strategies.
3. Identify, develop and embed effective teaching and intervention approaches that meet the diverse needs of SEND pupils.
4. Monitor and evaluate teaching, learning and provision for SEND pupils across the school to ensure consistently high standards.
5. Ensure staff understand and fulfil their statutory responsibilities towards pupils with SEND.
6. Disseminate effective inclusive practice across the school, with particular reference to specialist provision and targeted interventions.
7. Identify, procure and manage resources to meet pupils' needs, including responsibility for the SEND budget.
8. Lead SEND self-evaluation and continuous improvement, contributing to the School Evaluation Framework and strategic planning.

## Thrive Programme

- Oversee the effective implementation, monitoring and development of the school's **Thrive programme** as part of the wider SEND and inclusion offer.
- Ensure the Thrive approach supports the emotional wellbeing, social development and engagement of pupils, including those within the school's **purpose-built SEND provision**.
- Work in partnership with staff, parents and external professionals to embed Thrive principles into classroom practice and targeted interventions.
- Be **willing to undertake Thrive Practitioner training** in the future and to apply this learning to lead, quality-assure and further develop Thrive provision across the school.

## Management of Staff and Deployment of Support

1. Lead, organise and performance-manage inclusion assistants, ensuring effective deployment to meet pupils' needs.
2. Work with the Senior Leadership & Management Teams to plan and review the deployment of inclusion assistants across year groups and key stages.
3. Liaise closely with key stage leaders and class teachers to ensure coherent and effective support for pupils with SEND.
4. Be involved in the recruitment, induction and ongoing development of inclusion staff.



5. Plan and deliver whole-school and targeted CPD on SEND and inclusive practice.

## **Assessment, Recording and Partnership Working**

1. Establish and maintain effective systems for identifying SEND and assessing, monitoring and reviewing provision and progress.
2. Analyse and interpret assessment and progress data for pupils with SEND, sharing outcomes with staff, senior leaders and governors.
3. Lead the development, implementation and review of EHCPs, provision maps and individual plans in partnership with staff and families.
4. Prepare and submit applications for Education, Health and Care Plans and attend annual reviews.
5. Keep parents informed and engaged through meetings, reviews and parents' evenings.
6. Liaise effectively with external agencies, including Educational Psychology, health professionals and specialist services, including therapists employed by the school to support pupil's wellbeing.
7. Support applications for access arrangements and additional provision for statutory assessments where required.

## **Safeguarding**

1. Undertake reasonable tasks as directed by the Headteacher to support the safeguarding and welfare of pupils and staff.
2. Be willing to undertake the role of Deputy Designated Safeguarding Lead.

## **Wider Professional Responsibilities**

1. Promote inclusive values and contribute fully to the Catholic ethos and life of the school.
2. Support the work of the Governing Body and Trust through effective communication and reporting.
3. Attend relevant training, CPD and professional networks, sharing key learning with colleagues.
4. Undertake such other duties commensurate with the post, as directed by the Headteacher.

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**Please note:** The postholder may be required to work outside normal school hours to meet the needs of pupils, attend meetings, support school events and fulfil professional responsibilities.