

## Newham Community Learning: Job Description - Inclusion Leader

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| <b>Job title:</b>                   | Inclusion Leader     |
| <b>Grade:</b>                       | Leadership Pay Scale |
| <b>Location:</b>                    | Portway              |
| <b>Job description reviewed by:</b> | Scott Chudley        |
| <b>Person specification:</b>        | Included             |

Last updated: April 2025

Updated by (name and school): Scott Chudley, Portway Primary School

## JOB DESCRIPTION AND PURPOSE – Inclusion Leader (Strategic Lead)

**Grade:** Leadership Pay Scale L8-12

**Based at:** Portway and Selwyn Primary Schools

**Reports to:** Headteacher / Executive Headteacher

**Responsible for:** Strategic Leadership of Inclusion across the school. Including management of the inclusion Team (including SENCOs, DSLs, Learning Mentors, LSAs, Wellbeing Leads).

**Accountable to:** Deputy Designated Safeguarding Lead

**Other requirements:** This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

### PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

**All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

### PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

### EQUAL OPPORTUNITIES

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

### DATA PROTECTION

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.

## **CORE PURPOSE OF JOB**

To provide strategic leadership for Inclusion across the school, including SEND, safeguarding, attendance, EAL, LAC, and wellbeing. To ensure the school delivers high-quality, inclusive education that meets the needs of all learners, particularly the most vulnerable, and narrows attainment gaps. The postholder will lead on inclusive practice and support the school's senior leadership in achieving outstanding outcomes for all children.

## **KEY RESPONSIBILITIES**

### **Strategic Leadership**

- Lead and develop a whole-school vision for Inclusion that aligns with the school's values, policies, and priorities.
- Line manage and support SENCOs and other inclusion-focused staff to ensure consistent delivery of support and interventions.
- Monitor and evaluate the impact of inclusion policies and practices across the school and contribute to school improvement planning.
- Be the lead professional in ensuring the school meets its statutory duties in relation to SEND, safeguarding, attendance, and LAC.
- Report to the Governing Body and external agencies on strategic inclusion developments.

### **Teaching and Learning**

- Support teachers in delivering high-quality teaching and inclusive strategies for pupils with additional needs.
- Monitor the quality of SEND teaching and interventions across the school, identifying professional development needs.
- Lead CPD and INSETs relating to inclusive education, trauma-informed practice, behaviour for learning, and EAL strategies.
- Support curriculum accessibility across subjects and phases.

### **Safeguarding and Wellbeing**

- Act as a Deputy Designated Safeguard Lead (DDSL), managing complex safeguarding concerns and working closely with external agencies.
- Oversee wellbeing initiatives, mentoring programmes, and targeted early help interventions.
- Work in partnership with parents, carers, and social care to improve outcomes for vulnerable pupils.

### **Leadership of Teams**

- Performance manage key inclusion staff and oversee robust appraisal, coaching, and training systems.
- Build capacity across staff teams through coaching, modelling, and sharing best practice.
- Coordinate external professionals (EPs, therapists, advisory teachers) to enhance provision.

### **Policy and Compliance**

- Lead on statutory returns such as the SEN Information Report and School Offer.
- Ensure the SEND register, safeguarding records, and provision maps are robust and up to date.
- Oversee budget planning for inclusion-related resources and staff deployment.

**Wider Responsibilities**

- Represent the school in borough-wide and trust-wide networks to share and gain best practice.
- Contribute to whole-school self-evaluation, including SEF, development plans, and Ofsted preparation.
- Champion equity, diversity, and inclusion across the whole school community.

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| <b>PERSON SPECIFICATION – Inclusion Leader (Strategic Lead)</b> |
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**Essential:**

- Qualified Teacher Status
- NASENCO (or equivalent leadership experience in Inclusion)
- Proven impact in raising outcomes for vulnerable groups
- Experience leading teams and managing whole-school projects
- Strong knowledge of SEND Code of Practice, safeguarding, and attendance procedures

**Desirable:**

- Experience as a Designated Safeguard Lead
- Leadership qualification (e.g., NPQSL, NPQH)
- Experience across multiple phases or schools