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| Directorate: | Children’s Services | **Section**: | Primary Inclusion Team |

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| **Job details** |  |
| **Job title:** | Primary Inclusion Team Lead |
| **Grade:** | L4-L8 |
| **Location of work:** | Alder Brook and Lewis Street Primary School |
| **Directly responsible to:** | Head teacher/ Executive Head Teacher |
| **Hours of duty:** | Teachers’ Terms and Conditions |
| **Primary purpose of the job:** | To support the work of mainstream staff in relation to pupils with SEMH in Salford schools and to undertake associated tasks as necessary to achieve this objective. |
| **Post ref no:** |  |

**Main duties and responsibilities/accountabilities:**

1. To offer direct support to staff in Salford schools in relation to children who have a range of SEMH needs.
2. To work in collaboration with the wider context of Children’s Services and other services promoting a unified approach to the inclusion of pupils with SEND.
3. To maintain an up to date knowledge of a range of approaches and strategies to meet the needs of children and young people with SEMH.
4. To work in close partnership with schools and settings, offering advice and support whilst challenging thinking and expectations.
5. To deliver high quality SEMH training in a range of settings.
6. To report to the local authority annually or as requested.
7. To lead a team of teachers and learning support assistants to ensure high quality SEMH support across Salford.

**The Post holder will:**

1. Retain an up to date knowledge of the National Curriculum and of teaching strategies and developments including supporting children with learning needs.
2. Carry out assessments and keep accurate records of progress.
3. Organise and maintain records of the work that has been undertaken.
4. Liaise appropriately with external agencies.
5. Attend and contribute effectively to SEND and Multi Agency case reviews as appropriate.
6. Offer appropriate support to classroom teachers and all school staff through discussion, resources and training.
7. Advise and signpost staff to relevant SEMH resources.
8. Liaise appropriately with parents and carers.
9. Be actively involved in all relevant CPD opportunities.
10. Contribute to service development.
11. Undertake the tasks and duties necessary for Performance Management.
12. Undertake any other duties, commensurate with the level of the post.

**Methods of Working:**

The post holder will be expected to:

1. Adopt a collaborative style of management and encourage team working.
2. Take an active role in self review against agreed priorities and targets.
3. Undertake any necessary training associated with the duties of the post.
4. Comply with the Authority's equal opportunities and environmental policies.
5. Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.
6. Carry out the duties and responsibilities of the post in compliance with the City Council’s equal opportunities policies.
7. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
8. Comply with the City Council’s environmental policies.
9. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post.

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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

#### Date job description prepared/revised:

**Prepared/revised by: The Primary Inclusion Team**

**Agreed job description signed by holder:**