

INCLUSION & SEND SECTOR LEADERSHIP: Roles & Responsibilities

2019/20 School Year (last updated November 2019)

Inclusion Gateway – Primary Director

2 days per week at leadership costs for the 2019/20 Academic Year

Key roles and responsibilities – focussed on the early years and primary age cohort:

- Develop and lead a process of accessing assessment, support, monitoring and reintegration for those at risk of losing access to local, mainstream curriculum
- Secure sector support and lead in partnership with colleagues as necessary on the decision making processes required to secure the framework and process
- Lead on the gateway to support
- Lead a virtual school approach to the cohort whilst they are accessing support
- Provide support and challenge to schools including a screening/triage point at the time of referral as well as support and challenge to the wider system
- Ensure links are made to other parts of the inclusion framework including Vulnerable Learner Reviews, Locality SEND arrangements, SEND statutory process, health, and social care
- Ensure oversight of processes incl managed moves, fair access and reintegration
- Ensure that the process incorporates early years children and providers as appropriate

Inclusion Gateway – Secondary Director

2 days per week at leadership costs for the 2019/20 Academic Year

Key roles and responsibilities – focussed on the secondary and post-16 cohort:

- Develop and lead a process of accessing assessment, support, monitoring and reintegration for those at risk of losing access to local, mainstream curriculum
- Secure sector support and lead in partnership with colleagues as necessary on the decision making processes required to secure the framework and process
- Lead on the gateway to support
- Lead a virtual school approach to the cohort whilst they are accessing support
- Provide support and challenge to schools including a screening/triage point at the time of referral as well as support and challenge to the wider system
- Ensure links are made to other parts of the inclusion framework including Vulnerable Learner Reviews, Locality SEND arrangements, SEND statutory process, health, and social care
- Ensure oversight of processes incl managed moves, fair access and reintegration
- Ensure that the process incorporates post-16 children and providers as appropriate

Inclusion & SEND Targeted Support & Locality Director

1 day per week at leadership costs for the 2019/20 academic year

- To develop and lead in partnership with colleagues a high quality, outcomes-focused, and needs-led offer of support to schools.

Work with Locality SEND Lead Heads to:

- Create consistency across the system in line with the Ofsted/CQC requirements
- Develop the funding model and mechanism
- Develop the Locality SEND model and process to support individual pupils as part of a citywide Inclusion and SEND framework
- Maintain oversight of the process to develop and moderate the Sheffield Support Grid
- Maintain oversight of the citywide SENCOS
- Make links to Early Years and recommend ways in which the model could extend or translate to early years

Secondary Locality SEND Lead

0.5 days per week at leadership costs for the 2019/20 academic year

Work with Locality SEND Lead Heads on behalf of secondary schools to:

- Create consistency across the system in line with the Ofsted/CQC requirements
- Develop the funding model and mechanism
- Develop the Locality SEND model and process to support individual pupils as part of a citywide Inclusion and SEND framework
- Maintain oversight of the process to develop and moderate the Sheffield Support Grid
- Maintain oversight of the citywide SENCOS
- Make links to Post-16 and recommend ways in which the model could extend or translate to post-16

Locality SEND Lead Headteachers (x7)

Approx £6k (4 days per term at leadership costs)

- Support the city to create consistency across the system in line with the Ofsted/CQC requirements
- Work with the Inclusion & SEND Targeted Support Director and other Locality SEND Leads to develop the Locality SEND model and process to support individual pupils as part of a citywide Inclusion and SEND framework
- Maintain oversight of the Locality SEND model in the locality

Citywide SENCo (x5)

1 day per week at £350 per day

Work as a team to:

- Lead Inclusion Taskforce SENCo group
- Lead Inclusion Taskforce Secondary task & finish group
- Plan and deliver citywide Inclusion Taskforce training
- Consult with services to exemplify Sheffield Support Grid
- Lead cross locality moderation of Sheffield Support Grid
- Support and/or lead Inclusion Taskforce SEND reviews

Locality SENCO (x7)

Approx £4k (4 days per term at £350 per day)

- Be a point of contact and advice for all school SENCOs in the locality to develop consistency and best practice
- Support the Locality SEND process
- Engage in cross city work with Citywide SENCOs to understand and develop the citywide inclusion framework – share this knowledge with individual school SENCOs as part of a broad approach to communication across the system

Inclusion & SEND Learn Sheffield School Improvement Partner

50-80 days per year, including a proportion of days traded to the system

- Support individual schools identified for support
- Provide support and advice on existing and future commissioned support
- Identify best practice and support mechanisms for driving this throughout the system
- Provide independent support and challenge to the inclusion gateway