JOB DESCRIPTION

Job Title: **Early Years Practitioner: Inclusion Lead**

Grade: **Grade 5, LD7**

Job Location: Hylton Red House Nursery School

Directorate: Children's Services

Responsible to: Headteacher / SENDCo

Responsible for:
To undertake Key Person responsibilities, supporting children's learning, development and wellbeing, alongside designated responsibilities for developing, coordinating, delivering and reviewing inclusive practice and targeted support for vulnerable children, including those with Special Educational Needs and Disabilities (SEND), under the direction of the SENDCo.

The postholder will have dedicated time to work alongside colleagues, liaise with parents, carers and external professionals, attend relevant meetings and reviews, and support the implementation and evaluation of appropriate interventions to improve outcomes for children.

Daily duties are outlined below and relate to the activities across rooms / age groups.

1. **Purpose of Job:**

a) To assess the needs of vulnerable children, develop and co-ordinate appropriate support and intervention programmes, and monitor and quality assure their effectiveness, ensuring that inclusive practice, curriculum, learning environments and teaching approaches meet identified needs and improve outcomes.
b) To undertake Key Person responsibilities, whilst retaining responsibility for the assessment, development, co-ordination and review of inclusive provision for identified children and groups.
c) To assess identified needs and design, implement and evaluate appropriate intervention and development programmes, adapting provision in response to evidence, professional advice and children's progress.
d) To promote and support high-quality inclusive teaching and learning, ensuring that provision is responsive to the diverse needs of all children.
e) To monitor and evaluate the effectiveness of inclusive practice and intervention programmes, identifying areas for development and supporting continuous improvement.
f) To work in partnership with parents, carers and external agencies to ensure children receive appropriate support and intervention to achieve agreed outcomes.
g) To support staff development through coaching, modelling and the delivery of training relating to inclusive practice and vulnerable learners.

2. Main Duties

To work with the Headteacher, the SENDCo and teaching staff to:

a) To assess, identify and review barriers to learning experienced by vulnerable children and support staff in implementing appropriate strategies and provision.
b) To contribute to the design, implementation and evaluation of intervention programmes that support children's learning, development and wellbeing.

c) To produce, monitor and review support plans, provision plans, medical care plans and risk assessments in line with observations, assessments and professional advice.
d) To work directly with children, including those with complex needs, modelling effective inclusive practice and intervention strategies alongside practitioners.
e) To provide professional guidance, coaching and support to colleagues to strengthen inclusive practice and improve outcomes for children.
f) To plan and deliver training and professional development activities relating to inclusion, SEND, communication and language, social and emotional development and other areas of identified need.
g) To monitor the effectiveness of inclusive provision, interventions and support strategies, analysing outcomes and recommending improvements where required.
h) To work collaboratively with external professionals including Speech and Language Therapists, Educational Psychologists, Autism Outreach Services, Health Professionals and Social Care colleagues to identify needs, establish targets and support implementation of recommendations.
i) To facilitate effective communication between nursery staff, families and external agencies, ensuring a joined-up approach to supporting children.
j) To make referrals to external services and contribute information required to support assessments, reviews, funding applications and specialist support arrangements.
k) To contribute to the development and maintenance of inclusive learning environments that promote participation, independence and achievement for all children.
l) To support the identification, assessment and monitoring of children's progress, ensuring accurate records are maintained in accordance with nursery and statutory requirements.
m) To prepare reports and provide information to leaders, professionals and families regarding children's progress, support arrangements and outcomes.
n) To contribute to quality assurance activities relating to inclusion and vulnerable learners, supporting the nursery's self-evaluation and improvement planning processes.
o) To support safeguarding procedures and work closely with the Designated Safeguarding Lead and SENDCo where concerns regarding children's welfare, attendance, wellbeing or development arise.

3. General Requirements:

a) To ensure all activities and provision comply with statutory requirements, safeguarding expectations and nursery policies and procedures.
b) To ensure robust risk assessment processes are implemented and reviewed to support children's safety and wellbeing.
c) To attend and contribute to professional meetings, reviews and multi-agency discussions as required.
d) To maintain accurate, timely and confidential records in accordance with nursery procedures and data protection requirements.
e) To undertake any other duties commensurate with the grade and responsibility of the post.

4. Professional Values and Practice:

a) To champion an inclusive ethos where all children are valued, respected and supported to achieve their full potential.
b) To demonstrate a commitment to equality, diversity and inclusion in all aspects of practice.
c) To build and maintain effective relationships with children, families, colleagues and partner agencies.
d) To act as a role model for high-quality inclusive practice and professional conduct.
e) To engage in continuous professional development and disseminate learning to colleagues to improve practice across the nursery.
f) To contribute positively to the development of nursery policies, procedures and improvement priorities relating to inclusion and vulnerable learners.

g) To act as a positive role model, demonstrating a proactive, can-do attitude and a commitment to working collaboratively to overcome barriers, improve outcomes and support the nursery community.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: *Catherine Barnett, Headteacher*
Date: *September 2026*