

SEND and Inclusion Champion Role Description

The role of the Trust Board

Anthem Schools Trust is committed to working collaboratively to create ambitious and successful schools where every child thrives, with inclusion being at the heart of the education strategy: *every student, every lesson, all the time*. We are committed to ensuring our schools develop a curriculum that has breadth and depth, and is challenging, engaging, and enriching for all students, whatever their starting points. We seek to significantly improve the quality of learning and life experiences of all students in all our schools, particularly those students who have a special educational need or disability.

Within Anthem we have a new Head of SEND and Inclusion, Kelsey Clark-Davies, supporting our team of SENDCos based in each of our schools. Kelsey is in the process of creating the new Anthem SEND and Inclusion strategy. We also have a SEND and Inclusion Trustee.

The role of the SEND and Inclusion Champion

Each Anthem Community Council (ACC) will have a designated SEND and Inclusion Champion, tasked with helping to ensure that all students, including those with SEND, are fully included in all parts of school life, and considered and included in all of the work of the ACC. The SEND and Inclusion Champion will also support equality for all across the school.

Who can be a SEND and Inclusion Champion?

Any community or parent/carer ACC member who is passionate about equality, with a strong belief that all students are entitled to equitable access to learning, achievement, and the pursuit of excellence in all aspects of their education. The SEND and Inclusion Champion will also be interested in further enhancing the school's practice and will work collaboratively with the SENDCo to think about ways to improve provision for all children and young people, regardless of need or starting point. Initial and ongoing training will be provided by direction of Anthem's Head of SEND and Inclusion.

What should the SEND and Inclusion Champion capture and how?

The SEND and Inclusion Champion will focus on equality across the school and understanding in particular the lived experience in school of children with additional needs and their families.

As SEND and Inclusion Champion, you will:

- Be familiar with the school's policy, procedures and reported data in relation to SEND, Inclusion and equality.
- Meet with the school's SENDCo once a term to check in and act as a sounding board, supporting with any actions set by the Head of SEND and Inclusion.
- Act as a link between the SENDCo and the ACC.
- Make connections with local equality, SEND or inclusion charities, groups and networks.
- At ACC meetings, keep SEND, inclusion and equality at the forefront of your mind as matters are discussed and remind others of how those matters might impact certain groups of children, including students with SEND.

- Use methods such as drop ins, questionnaires, learning walks, SEND surgeries etc to capture both student, staff and parent/carer voice on equality and SEND and inclusion.
- Share excellent practice and celebrate positive outcomes for students with additional needs.
- Attend Anthem's SEND and Inclusion Champion Forums termly, that connect SEND and Inclusion Champions with the Anthem's Head of SEND and Inclusion, across all Anthem's 16 schools and the National Team to receive support and training and to share ideas and lessons learned.

Areas such as attendance, behaviour, exclusion, and suspensions will be considered along with considering progress and attainment of learners, and mental health and wellbeing. The champion will also work closely with the SENDCo to understand what enables and supports them in their role, and any barriers. It is important that the feedback from the SEND and Inclusion Champion to the ACC is impartial, fair and includes areas of concern and areas to celebrate.

What you are not responsible for

SEND and Inclusion Champions are not expected to be experts in SEND, nor do they hold any formal responsibility for SEND and Inclusion practice or equality in the school. Specifically, they are not responsible for the following:

- Responding to queries about SEND at the school.
- Directly investigating or making enquiries into individual SEND and Inclusion cases.
- Conducting SEND audits at the school.
- Signing off any SEND and Inclusion related policies or documents.

The SEND and Inclusion Champion Summary Report

Prior to each ACC meeting the SEND and Inclusion Champion will complete the SEND and Inclusion Champion Summary Report. This report is a simple one-page summary, RAG rating the SEND and Inclusion Champion perception of the experience of SEND and Inclusion in the school. This report will also include some key findings and evidence, along with areas to celebrate and lessons learned.

During the ACC meeting the ACC members as a collective will discuss and decide a final RAG rating for the ACC Dashboard. The Clerk will also record any actions to be taken between meetings on the Support and Challenge Log (SCL). Both the ACC Dashboard and SCL will be finalised at the ACC meeting and then shared with the school's Associate Director of Education to feed into the next Collaborative Review Day.

After the ACC meeting the SEND and Inclusion Champion works with fellow ACC members and the Headteacher on any actions agreed during the ACC meeting.