



Job Description

Name:

Role: **Inclusion Manager**

Salary Range: **L2 – L6**

Start: **September 2017**

Review Date: **July 2018**

Main purpose of the job

To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for all pupils including those with Special Educational Needs, as detailed below.

- To be responsible for the education and pastoral needs of pupils in accordance with the contractual obligations of the current 'School Teachers' Pay and Conditions Document' (see class teacher job description).
- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- To assist the Headteacher in the organisation, management and development of the school, carrying out specific duties including responsibility for the inclusion agenda and all pupils who fall within this area (SEND, EAL, EMA, PPG, More Able)
- To lead safeguarding across the school as the lead Senior Designated Professional, responsible for promoting and safeguarding the welfare of students within the school.
- Assume an active role on the SLT.
- Lead, develop and enhance teaching practices of others.
- Lead, develop and manage inclusive practice throughout the school.

Duties and responsibilities

Shaping the future

- Promote the agreed vision of STEP Academy Trust.
- Support the Headteacher and governors in the strategic direction of the school, with a particular focus on Inclusion.
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development
- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of.
- Promote the school as a Centre of Excellence for Inclusion.

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of children with SEND and EAL
- Work with the Headteacher to raise standards through staff performance management, as outlined in the school's staffing structure
- Help with the provision of training and support for staff in all areas of inclusion
- Lead the development and review of all aspects of the curriculum for SEND including planning, recording and reporting, and assessment for learning
- Be responsible with the Headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, statistical analysis and target setting
- Be responsible with the Headteacher for ensuring that all children with specific needs are appropriately supported to access the curriculum

Developing self and working with others

- Promote and protect the health and safety welfare of pupils and staff
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Be the Senior Designated Officer for Child Protection.
- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to Inclusion.
- Manage the timetables and allocation of support across the school in respect of Inclusion.
- To manage the school's inclusion team including any external provision
- To manage the provision of Thrive for targeted EYFS, KS1 and KS2 children
- Be an effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to inclusion
- Contribute to the reporting of the school's performance to the school's community and partners

Strengthening community

- Assist the Headteacher in developing the policies and practices which promote inclusion, equality and the extended services that the school offers
- To maintain contact with all specialist support services
- To manage and develop the access of extended services for all children
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Promote relationships and work with colleagues in other schools and external agencies

Specific tasks

Have responsibility for the school’s SEND and Inclusion policy, its development, maintenance and evaluation. This includes the following:

- Ensure that the school’s policy is consistently applied throughout the school
- Interpret and analyse data and provide summary reports to the Headteacher, senior leadership team, staff and governors
- Manage a system of recording the progress of pupils on the SEND register, EAL pupils, more able pupils and PPG pupils, including the use of progression matrices and other systems of tracking progress as appropriate for children with severe speech and language needs.
- Oversee the formal assessment process, which may result in an EHCP being drawn up and manage the annual reviews
- Maintain a register of Vulnerable Pupils across the school.
- Work with core subject leaders and class teachers setting appropriate targets for the children within inclusion
- Manage any special arrangements for pupils during the end of Key Stage tests
- Assist teachers in the identification of children within inclusion, advising them on appropriate strategies
- Identify groups of pupils and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others.
- To monitor the progress of children within inclusion and to observe and assess their progress
- Organise induction for pupils within inclusion new to the school
- Present an annual report to Governors on Inclusion.
- Facilitate communication with parents of EAL and other ethnic minority parents and carers, to help them understand their child’s work and progress at school and ensure that their views and concerns are understood
- Oversee the school’s SEND register and pupil records
- Support the Headteacher and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs
- Monitor and assist with the referral of children to the various support services and outside agencies and to liaise with them

Signed: _____

Date: _____

Signed: _____

Date: _____