



Cobourg Primary School

POSITION:	Inclusion Manager
REPORTS TO:	Head Teacher and Governors
RESPONSIBLE FOR:	Managing and Developing Inclusive Practice throughout the school

KEY PURPOSE OF THE JOB

To be an effective teacher and maintain a high standard of Inclusive Practice that is a model of excellence.

Job Specification Reference:

You are required to carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher.

PRINCIPAL ACCOUNTABILITIES

Strategic Direction and Development of the School

- Ensure inclusive practice is well managed and further developed to promote the highest standards of pupil achievement for all.
- Assist the Headteacher in formulating the school aims and objectives and policies for their implementation - particularly those relating to Inclusive Practice.
- As a member of the school leadership team, be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
- Through Leadership and Senior Management Team meetings contribute to the school's organisation and overall strategy.
- Give leadership to staff in organising and implementing an appropriate curriculum for the school, particularly for pupils who are at risk of underachieving or with barriers to learning such as; special educational needs, medical needs, specific linguistic and cultural needs and those who are gifted and talented etc.
- Assist the Headteacher in giving strategic direction to develop a positive and constructive partnership with parents and the wider community.

Teaching and Learning

- In partnership with the Senior Leadership Team, ensure the progress of all pupils is monitored and that there are common and uniform methods of assessment, recording and reporting throughout the school.
- Organise, monitor and evaluate the range of intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support.
- To support class teachers to assess and identify the needs of any pupils with barriers to learning or who are at risk of underachieving for example those with SEN, EAL and, Gifted and Talented pupils.

- Support teachers in the implementation and review of I.E.P.'s and planning to meet the needs of children with English as an additional language.
- Work closely with staff to identify children and families who require pastoral support or intervention, and lead on devising action plans and reviews to maximise the impact of this work.
- To work with teams across the school to deliver effective teaching in the classroom.
- To be instrumental in devising manageable curriculum planning systems to incorporate individual and group needs.
- To prepare an annual Action Plan and manage the budget for this area of learning.

Leading and Managing People

- Leading and managing teaching and non-teaching staff, specifically in relation to Inclusion, pastoral support and Teaching Assistants
- As a member of the Leadership Team be involved in the implementation of Performance Management/Appraisal of colleagues and integrate this into their professional development.
- Participate where appropriate in the appointment of teaching and support staff.
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team.

Professional Development

- To attend local and/or national training courses or conferences, as appropriate.
- To keep up-to-date with trends and developments within SEND and Inclusion

Liaison

- To act as contact person within the school for issues relating to Inclusion
- Report to SMT, Governors and parents verbally and/or in writing on issues relating to Inclusion within the school.

Training/Inset

- To offer support and guidance to other members of staff in the teaching and application of Inclusion and to keep staff informed of current developments
- Identify staff training needs and match to appropriate INSET provision.
- Lead staff meetings and school INSET on Inclusion as appropriate.

Other Duties and Responsibilities

- Ensure the implementation of a policy of pastoral care of all pupils.
- Arrange SEN Reviews, lead School Consultation Meetings.
- Provide for liaison and co-operation between the school and the Local Authority – making such reports as will enable the authority to discharge its function.
- Provide liaison and co-operation with other schools, particularly in relation to transition and transfer of pupils
- Identify, organise and deliver effective training sessions for parents to raise standards.
- To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.
- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To attend training and occasional meetings outside of normal working hours
- To prepare and present reports, as required to, e.g. governors, LA officers, parents, outside agencies.

KEY ORGANISATIONAL OBJECTIVES

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue

Signature of Post holder