



Inclusion Manager Job Description

Responsible to: Headteacher

To assist in the promotion, direction and oversight of high standards of teaching and learning, student achievement and progression through effective inclusion for students with special educational needs.

Responsible for: Learning Support Assistants.

Note: In the context of this Job Description, students with special educational needs are deemed to include:

- Students on the Special Educational Needs Register;
- Students identified with Specific learning difficulties;
- Students with identified Behavioural problems;
- Students identified as MAGT;
- Students who cannot access the curriculum due to a language barrier;
- Other Ethnic minorities.
- Students who the Principal / Deputy Head considers have previously received, for any reason, an inadequate or compromised education.

Duties:

- Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all students irrespective of background, ethnicity, gender or disability;
- Help lead and manage the creation and implementation of the School Development Plan which identifies priorities and targets for ensuring students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement and to take responsibility for appropriately delegated aspects of it:
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on students who have special educational needs;

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- Ensure the effective and proficient use of student data from a variety of sources, both internal and external, in the process of target setting;
- Ensure that parents are well informed about the curriculum, targets, individual students' progress and achievement;
- Develop and maintain good relationships with parents, outside agencies and the local community.
- Identify and adopt the most effective teaching approaches for those students with special educational needs;
- Monitor teaching and learning activities to meet the needs of students with special educational needs and teach groups of students as agreed;
- Provide training opportunities and support for Teaching Assistants, PLSAs and other teachers to learn about special educational needs;
- Be responsible for collating all necessary documentation in relation to PLSAs:
- Identify and teach study skills that will develop students' ability to work independently;
- Liaise with other schools to ensure continuity of support and learning when transferring students with special educational needs.
- Set targets for raising achievement among students with special educational needs;
- Collect and interpret specialist assessment data;
- Set up systems for identifying, assessing and reviewing special educational needs;
- Update the Principal / Deputy Head and Governing Body on the effectiveness of provision for students with special educational needs;
- Meet half-termly with teachers to lead 'Inclusion Progress' meetings;
- Attend consultation evenings and keep parents informed about their child's progress.
- Encourage all members of staff to recognise and fulfil their responsibilities to students with special educational needs;
- Disseminate good practice in special educational needs across the school;

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- Identify resources and provision needed to meet the needs of students with special educational needs;
- Keep fully appraised and aware of educational and other appropriate developments, whether national or local, and assess their impact on the school and the team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the school;
- Ensure the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles;
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders.

Other Duties and Responsibilities:

Undertake any other reasonable professional task as directed by the Principal / Headteacher

To be reviewed June 2021

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