



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Inclusion Manager
Reporting to	Assistant Headteacher (KS4 pastoral)
Job Purpose	To support and enhance the Academy's inclusive pastoral systems and ethos through the effective leadership and management of the designated inclusion area of the school, home school provision and external alternative provision.

Key responsibilities:

- To set high expectations and to offer support as a role model and key points of contact for pupils, families and staff
- To manage the development and promotion of inclusive practices
- To support and celebrate difference and to ensure all pupils have equal access to opportunities to be able to develop and thrive
- To manage and co-ordinate the effective and efficient transfer of pupils through the various phases of inclusion provision
- To determine appropriate support packages for pupils to achieve their targets and ambitions
- To develop and manage the provision for pupils whose needs require them to follow a more bespoke curriculum
- To manage the development and deployment of strategies to promote pupil self- esteem and independence within established school procedures
- To maintain regular contact with families / carers of children in need of extra support, keeping them informed as to their child's needs and progress and to secure positive family support and involvement
- To support the transition of the inclusion cohort of pupils through the key stages and onto Post-16 provision and appropriate career pathways
- To further develop and enhance the provision of the on-site inclusion area of the school, currently known as the Personalised Learning Environment (PLE)
- To lead, facilitate and enhance inclusion referral processes to identify those pupils who would most benefit from inclusion support in liaison with pastoral teams
- To maintain effective records of referrals and information relating to inclusion and alternative education pupils
- To disseminate appropriate information to all staff to ensure the effective transition of pupils entering and exiting inclusion and alternative provision

- To establish a clear framework for pupil conduct, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy
- To be responsible for effective communication with wider staff and the inclusion team
- To lead and manage the day to day provision, including team briefings, timetables, rooming and to develop high quality inclusion spaces
- To lead inclusion team meetings
- To attend and participate in Dean Trust and local authority network meetings, sharing best practice to support others
- To consider, enhance and develop the physical environment of the onsite inclusion area through collaboration with the senior team
- To provide an appropriate curriculum in line with school priorities for pupils accessing inclusion support
- To ensure pupils placed on alternative provision are accessing appropriate qualifications
- To have and disseminate knowledge and understanding of the range of activities, courses, opportunities, agencies and services that can be drawn upon to provide extra support for pupils
- To ensure all pupils have opportunities to maximise their potential with regard to academic and social outcomes via effective liaison with Heads of Department and Heads of Year and Senior Leaders
- To comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection.
- To report all concerns to the appropriate person
- To contribute to the school ethos, aims and development/improvement plan by staying up to date with research and statutory guidance and to deliver Continuous Professional Development where required
- In collaboration with the Pastoral Assistant Headteachers and the school SENDCO and other appropriate members of staff, manage the sharing of relevant information between local agencies and schools and be a point of contact for external agencies
- To compete and maintain all associated paperwork and administration for the role, including relevant reports (such as Self Evaluation Forms and Departmental Improvement Plans) for senior team and the governing body
- To undertake leadership and management responsibility for inclusion staff, and other identified support staff, including carrying out The Dean Trust Performance Management process, attendance, training

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style.
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management processes.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Academy and beyond.
- Represent the Academy at events as appropriate.
- Support and promote the Academy's ethos.

- Undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- Undertake any other reasonable duties at the request of the Headteacher and Chief Executive Officer.

The job description will be updated when/where required in consultation with the post-holder. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.