

JOB DESCRIPTION

Job Title:	Inclusion Manager	Salary: Grade 6
Location:	Whitley Academy	Hours of work: 37 per week TTO plus 1 week

Job Purpose

To lead and manage the work of student support and Inclusion across the whole school, to ensure students with behavioural, emotional or social difficulties reach their optimum performance both academically and personally. You will contribute to the work of the school in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

Duties and Responsibilities

- To line manage a team of Behaviour and Inclusion Assistants, to ensure that the provision offered is exemplary, that individual students engage with their learning programmes and all students make good academic and personal progress.
- Allocate the caseloads of the Behaviour and Inclusion Assistants to ensure appropriate interventions are in place to support positive outcomes for students across all Key Stages.
- Lead the development, implementation, review and improvement of support packages needed to ensure pupils appropriately re-engage with their learning in school.
- Lead the development and implementation of strategies to coordinate support for individuals and groups of children who are both SEN and BESD/SEMH.
- Ensure up to date information is held on individual students in relation to their learning plan including achievements, behaviour, attendance, parental contacts, community involvement and lead on the management implications of this information.
- Advise on Inclusion curriculum opportunities within the day to day activities of the school including supporting excluded students and internally excluded students through isolation.
- Ensure students follow appropriate programmes of study to support their National Curriculum entitlement so that the pupils can re-engage with mainstream provision when appropriate.
- Lead the development, implementation, review and improvement of links between home/school and external agencies in relation to supporting student learning.

- Provide information as required to the Senior Leadership Team, SENDCO, teachers and other appropriate staff with respect to pupils with support packages progress and target grades.
- Identify resourcing needs so that budget allocation is managed in the most cost effective way.
- To assist with the induction and training of new Behaviour and Inclusion Assistants.
- To implement and monitor the school's Quality Assurance Framework for team members ensuring that all observations and feedback are carried out in line with the school's appraisal requirements
- To encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.
- Attend staff meetings as necessary.
- Any other duties appropriate to the salary range as directed by the Headteacher

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities policy.

Duties which include processing of any personal data, must be undertaken with the General Data Protection Regulations.