**Inclusion Manager Job Description**

Job title: Inclusion Manager

Accountable to: Headteacher, Braywick Court School and Local Advisory Board (LAB)

Salary: Main pay scale with TLR or UPS for staff with relevant qualifications and experience

Hours: 0.5, hours to be agreed

**Job Summary**

To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with special educational needs, for whom English is an Additional Language and/or fall into a vulnerable category (Pupil Premium, Ever 6, Looked After Children, Forces children, any other identified vulnerable groups)

To assist the Headteacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all.

To work closely with the headteacher, senior management and colleagues in the strategic development of the school's Special Educational Needs (SEN) and inclusion policies and oversee the day-to-day operation of those policies with the aim of raising progress and achievement for all.

**Areas of responsibility and key tasks:**

Strategic Direction and Development of SEN and inclusion provision in the School (with the support of, and under the direction of the head and leadership team)

* exercise a key role in assisting the headteacher and LAB with the strategic development of SEN policy / provision;
* support all staff in understanding the needs of SEN/vulnerable pupil
* and ensure the objectives to develop SEN/inclusion are reflected in the school development plan;
* monitor progress of objectives and targets for pupils with SEN/vulnerable from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
* analyse and interpret relevant school, local and national data and advise the headteacher on the level of resources required to maximise achievement;
* liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

**Teaching and Learning**

* support the identification of and disseminate the most effective teaching approaches for pupils with SEN/vulnerable;
* work with head teacher and staff to develop effective ways of bridging barriers to learning through:
  + assessment of needs
  + monitoring of teaching quality and pupil achievement
  + target setting, including IEPs
  + developing a recording system for progress collect and interpret specialist assessment data to inform practice;
* undertake day-to-day co-ordination of SEN/vulnerabe pupils' provisions through close liaison with staff, parents and external agencies;
* work with head teacher, school management, teachers, key stage co-ordinators and pastoral staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils;
* consider the range of teaching strategies / equipment that could be utilised for pupils at all levels of SEN/ vulnerable needs.

**Leading and managing**

* provide professional guidance to staff to secure good and outstanding teaching for SEN/ vulnerable pupils, through both written guidance and meetings;
* provide regular information to the head teacher and governing body on the evaluation of SEN / inclusion provision;
* contribute to the performance management process SEN / intervention teachers and Support Assistants;
* advise on and contribute to the professional development of staff, including whole school INSET provision;

**Effective deployment of staff and resources**

* advise the head teacher, SBM and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency;
* maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEN and inclusion policies.

**Other professional requirements**

* Co-ordinate and chair all Annual Reviews;
* Attend Year 6 Annual Reviews for primary pupils with Education Health Care Plans to help facilitate continuity and progression through the development of a transition programme. Liaise with Year 5 pupils requiring advice about provision. (Secondary School SENDCO).
* Apply for EHCPs
* Liaise with all external agencies e.g. Speech Therapist, Educational Psychologist. Effectively deploy their services to best meet the needs of the children.

**Braywick Court School Inclusion Manager Person Specification: Inclusion Manager**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | At least 3 years successful teaching experience within the primary age range, EYFS, KS1 and KS2  Contribution and achievements to the school are substantial and sustained |  |
| **Qualifications** | Qualified teacher status  Willingness to obtain National Qualification for Special Educational Needs Co-ordination  Proven track record of CPD    Evidence of sound knowledge of effective quality first teaching and intervention strategies | National Qualification for Special Educational Needs Co-ordination  Further specialist qualification in an aspect of SEN eg. ASD, SpLD  Demonstrable experience in working collaboratively with parents, colleagues, LAB and the local community  Experience of monitoring and evaluating effective teaching and learning  Proven experience in effective liaison with a range of outside agencies |
| **Knowledge** | Knowledge and understanding of the expectations within the EYFS and National Curriculum  Knowledge and understanding of current developments and best practice in SEN / inclusion legislation and all aspects of inclusion and pastoral care  Knowledge of the range and types of interventions available  Confident use of ICT, including classroom technologies  The effective management of provision for SEN/ inclusion  Understanding of child protection procedures and safeguarding children |  |
| **Abilities and Skills** | Ability to use performance data to inform provision mapping and planning  Ability to lead and manage people to work effectively, both individually and in teams  Produce and update CAF forms, EHC plans and other statutory documents  Ability to deal sensitively with people  Show excellent time and management skills and analyse, prioritise and meet deadlines  Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills  Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals  Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens  Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best |  |
| **Personal Qualities** | A commitment to inclusive education and a willingness to respond to the needs of all learners  Ambition, energy, enthusiasm, determination and drive to develop your role  Reliability, professionalism and integrity |  |

The job description is not exhaustive and it is expected that the role holder, will work closely with the Headteacher to develop it to ensure it reflects the needs and demands of the post.

Braywick Court School is committed to safeguarding and promoting the welfare of children and young people and teachers must ensure that the highest priority is given to this. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).