

## **Inclusion Manager: Job Description & Person Spec**

Post Title:	<b>Inclusion Manager</b>
Reporting to:	Assistant Headteacher
Salary:	£23,000 - £27,000 ( <i>depending on experience</i> )
Hours:	37.5 Hours per week – term time only

### **Core Purpose:**

We are looking for an enthusiastic Inclusion Manager who will be responsible for Inclusion at both Oakwood and Cedarwood sites including administration tasks as required to enable the smooth running of Oakwood Community School and the provision of a full, successful, and supported learning experience for students.

### **Responsibilities for all support staff:**

- Promote the values and aims of the school
- Follow all relevant school policies and expectations as outlined in the staff handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents, and colleagues fairly, equitably and with dignity and respect.

### **Specific responsibilities of this role:**

- Home school liaison with parents and carers
- Lead and manage the restorative justice programme
- Oversee the writing and reviewing of individual risk assessments
- Management of students who are on Fixed Term Exclusion
- Liaise with SEN transport
- Coordination of the support and re-integration of identified students back into Lessons and to support the integration of new students.
- Deliver one to one and small group support to identified students.
- Attend any student related meetings as required.
- Monitoring and evaluation in accordance with whole school and department

Self-Evaluation policies and systems in accordance with the appraisal policy.

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Deliver local and national learning strategies e.g. literacy and numeracy.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds. Work unsupervised with individual children, small groups, and whole class under the overall supervision of the class teacher.
- To use clearly structured teaching and learning activities, to interest and motivate students and advance their learning.
- To assist students to access the full curriculum by familiarity with lesson plans, IEP targets, indicative guidance and learning objectives.
- To monitor students' participation and progress and their responses to learning tasks, providing constructive feedback and, where appropriate, modifying methods to meet individual and/or group needs.
- To use a range of behaviour management strategies, in line with school's policy and procedures, to contribute to a purposeful learning environment and to encourage students to interact and work cooperatively with others.
- To demonstrate and promote positive values, attitudes, and behaviour you expect from the students you work with.
- To work collaboratively with colleagues, both in school and from outside agencies.
- Work closely with the Personalised Learning Coordinator and Coordinator for children who are looked after.
- Organise and lead the parent forum

#### **Professional Development:**

- To take responsibility for personal development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Appraisal process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others

#### **General:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher.

## Person Specification

	Essential	Desirable	Assessed criteria
Application	<ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Fully supported in 2 references</li> <li>Well-structured supporting statement indicating previous experience (no more than 500 words)</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
Qualifications/ Attainments	<ul style="list-style-type: none"> <li><input type="checkbox"/> English and Mathematics GCSE A*-C/9-4 or equivalent</li> <li><input type="checkbox"/> NVQ Level 3 or equivalent qualification in relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent professional development activities and/or training</li> <li>Understanding of Child protection/safeguarding/data protection procedures and policies</li> <li>First Aid training or be willing to undertake first aid training</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working successfully as a member of a team</li> <li>Experience of successfully on own initiative</li> <li>To have established and developed successful working relationships with various stakeholders</li> <li>Knowledge of a range of effective strategies for supporting vulnerable students with behaviour issues</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education setting</li> <li>Good understanding of behaviour management</li> <li>Experience of planned learning activities with small groups and whole classes of students in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>Excellent ICT Skills and ability to effectively operate various software packages and IT systems</li> <li>Excellent communication skills – both oral and written</li> <li>Good organisational skills</li> <li>Excellent time management skills</li> <li>Proactive and resourceful</li> <li>Ability to prioritise workload</li> <li>Good understanding of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Knowledgeable and compliant of policies and procedures relevant to child protection</li> <li>Knowledge of the Children's Act 2004</li> <li>Knowledge of how to create an effective learning environment</li> <li>Ability to provide support to students displaying difficulties when it comes to accessing school and the curriculum</li> <li>Ability to analyse and interpret information, maintain records and prepare reports</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Training Record</li> <li>References</li> <li>Interview</li> </ul>



<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Calm and positive approach</li><li>• Sense of humour</li><li>• Willingness to learn</li><li>• Flexible and approachable</li><li>• Ability to be discreet in relation to confidentiality</li><li>• Embraces change</li><li>• Motivation to work with children and young people</li><li>• Good timekeeping</li><li>• Self-motivated</li><li>• Positive working relationships with colleagues</li><li>• Resilience</li></ul>	<ul style="list-style-type: none"><li>• <input type="radio"/> Application Form</li><li>• <input type="radio"/> References</li><li>• <input type="radio"/> Interview</li></ul>
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