**Job Description: Inclusion Manager**

**Reporting to:** Head of SEND

**Contract:** Permanent

**Working Pattern:** Term Time

**Salary:** Ark Support Scale 9 point 25 £34,058 pro rata

**Actual salary**: £29,167for term time only

**The Role**

As Inclusion Manager you will support the Head of SEND in cultivating an inclusive learning environment throughout the school. You will help develop the graduated response at a whole school level to identify and support students with particular learning needs and lead staff in achieving best practice, enabling all students to achieve their best.

**Key Responsibilities**

* Monitor the provision of teaching and learning activities and their impact on the progress made by students with SEND and medical needs, reporting to staff, governors and appropriate agencies
* Line manage the teaching assistants, participating in the staff recruitment process and coordinate the provision for Child Protection and Safeguarding
* Conduct learning walks to monitor and observe the teaching assistants
* Monitor the attendance of SEND students and intervene where appropriate
* Provide a safe contact for nominated SEND students
* Provide SEND administration, including provision mapping and costing, overseeing and monitoring the quality of information sharing etc.
* Ensure the SEND register is up-to-date and all staff are aware of the needs of students
* Promote a student centred approach which involves pupils and parents, where parents are informed regarding the support in place for their child and this is reviewed termly
* Ensure a transition plan is agreed to ensure continuity of support and learning when transferring students with SEND between key stages and/or schools
* Coordinate the deployment of resources as set out in Statements/EHCPs
* Facilitate and coordinate multi-agency input
* Monitor SEND students who require welfare checks
* Attend meetings on behalf of the SENDCO and pastoral team as directed by the Inclusion team
* Prepare and deliver parenting groups
* Deliver small group interventions to students regarding emotional regulation and self-esteem
* Hold and plan the diary of external provision/EHCP reviews
* Liaise with primary schools regarding the transition of SEND students

Other

* Act as a role model and set high expectations of conduct and behaviour
* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Inclusion Manager**

**Qualification Criteria**

* Qualified to degree level and above
* Completed further training in supporting students with SEND/EAL (desirable)

**Knowledge, Experience and Skills**

* Experience of identifying, monitoring and providing effective support for pupils with SEND
* Experience of leading, coaching and motivating people, ensuring professional development and effectively challenging and managing any performance concerns
* Can demonstrate effective and systematic behaviour management
* Excellent communication, planning and organisational skills
* Good working knowledge of relevant legislation, particularly the SEN Code of Practice

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
* Belief that every student should have access to an excellent education, regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  To meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*