



Blackburn Central
High School



Inclusion Manager

Candidate Pack



Part of the

Oak



Learning Partnership

Inclusion Manager

Welcome from the Headteacher

Dear Candidate,

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school. We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

I am immensely proud of our OFSTED inspection in December 2022, which graded Blackburn Central High School as "Good." This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school by informing us that: 'Pupils are proud to attend this school. They have warm and trusting relationships with staff. Pupils told inspectors that they appreciate the family atmosphere of the school, where everyone is equally valued. Leaders and governors have high expectations of what pupils can achieve. Pupils respond positively to the challenges set for them. They enjoy learning and achieve well.'

BCHS has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Therefore, we are seeking to appoint a dedicated and experienced Inclusion Manager to coordinate and manage the specialist inclusion provision within our Learning Support team. The successful candidate will lead the development of this provision to support the diverse needs of our students, both in the short and long term. This role also involves overseeing internal inclusion provision, working closely with pastoral staff to monitor student progress, allocate work, and record interventions to support positive outcomes.



Inclusion Manager

Welcome from the Headteacher

Every member of staff receives bespoke CPD. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development, in order to enhance your career, is a priority for us.

We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence. Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. We strive to develop the aspirations and values of every student and member of staff.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Blackburn Central High School. This appointment will form a key element in the next phase on our journey. If you would like to join our excellent team, then we would like to hear more about you.

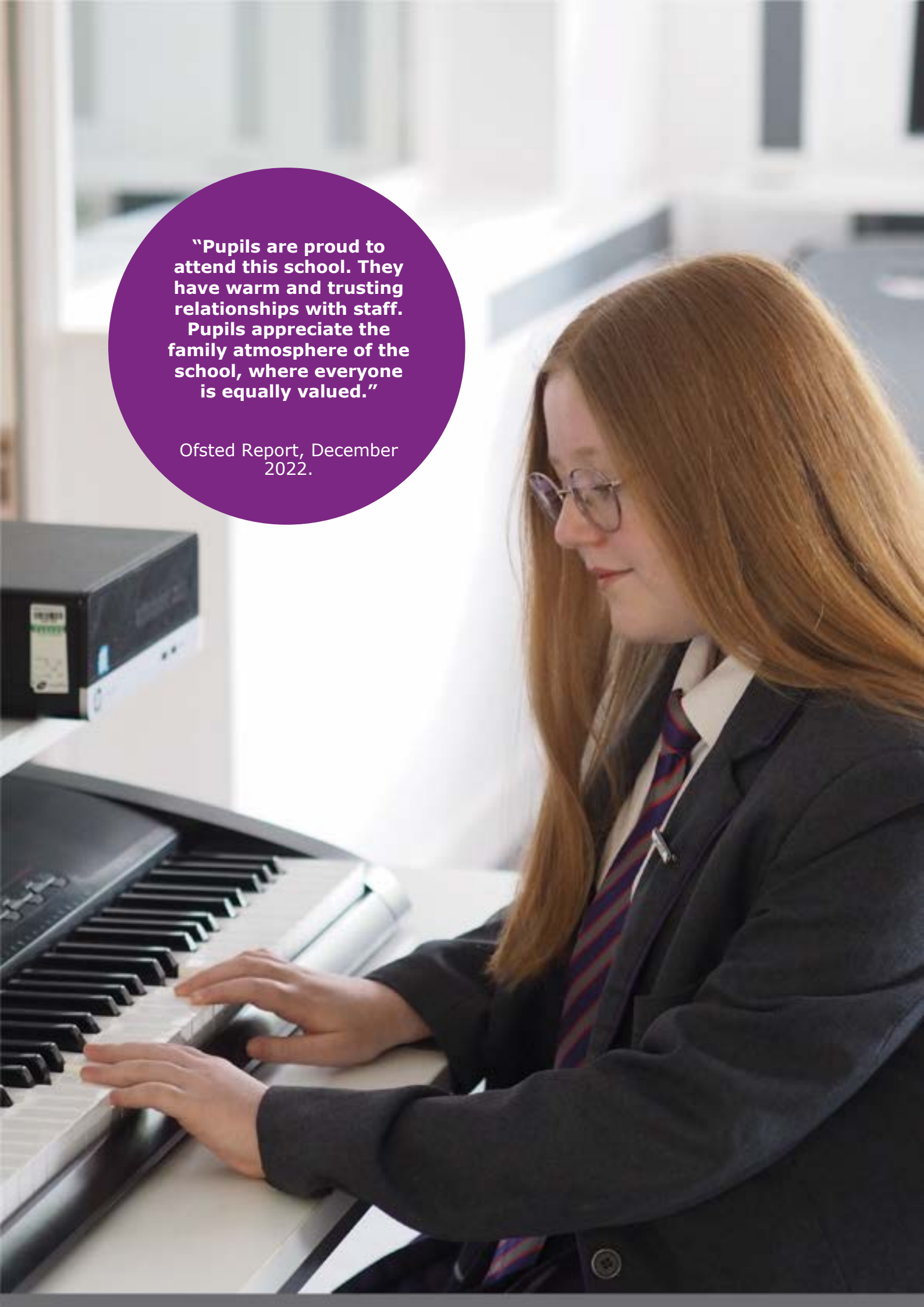
Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **01254 505700** or by e-mailing **info@bchs.co.uk** to arrange an appointment.

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

I hope that when you have read the information enclosed, you will be encouraged to apply for this very important post. We look forward to receiving your application. Please visit our school website for further information. **www.bchs.co.uk**

Mrs Shanaz Hussain
Headteacher at Blackburn Central High School





"Pupils are proud to attend this school. They have warm and trusting relationships with staff. Pupils appreciate the family atmosphere of the school, where everyone is equally valued."

Ofsted Report, December 2022.

Inclusion is at the
heart of our trust



Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Blackburn Central High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



"Diversity is not just tolerated at this school, it is celebrated. Pupils and staff have won national recognition for the work that they have done to promote inclusion."

Ofsted Report, December 2022.



Inclusion Manager

Salary: Grade E, SCP 9 to 15, (£26,409 - £29,093), actual pro rata salary £22,715 - £25,023

Hours: 37 hours per week, term time only plus 5 additional days.

Job Description

Normal place of work: Blackburn Central High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 37 hours per week, term time only plus 5 additional days.

Monday to Thursday 8:00am – 4:00pm and Fridays 8:00am – 3:30pm.

Please note that Blackburn Central High School will be implementing a new school day schedule, therefore start and finish times are subject to change dependent on the needs of the trust.

Responsible to: Deputy Headteacher.

PURPOSE OF THE POST

- To co-ordinate and manage the inclusion specialist provision as part of the Learning Support provision.
- To manage the development of this provision to meet the wide range of needs (short and long-term) of a diverse group of students.
- To provide coaching / mentoring and bespoke interventions to individual students.
- To promote strategies designed to reduce the number of fixed and permanent exclusions and ensure student entitlement to an appropriate curriculum is met.
- To coordinate the internal inclusion provision, liaising with other pastoral staff on student progress, allocation of student work and recording any other interventions.

DUTIES AND RESPONSIBILITIES

- To undertake the day to day management of the internal inclusion facility. Monitoring student progress and arranging and supporting appropriate work to pupils. This includes making available any required learning resources.
- Deploy, model, and evaluate effective practice and quality assure the work of the inclusion provision and other intervention programmes.
- To liaise with other relevant staff in relation to the needs of vulnerable students (including those identified with SEN) or students with poor attendance.
- To maintain accurate records to facilitate student progression.
- To regularly update the Senior Leadership Team on the progress of students within the inclusion provision and plan targeted strategies to meet individual student needs.
- To participate in training with other colleagues and be responsible for the professionalism of the inclusion provision.
- To ensure students are supervised in a safe and secure learning environment during

designated periods of inclusion, including supervising students during their allocated lunch period.

- To produce timely, data driven reports as requested by the Pastoral Leadership team.
- To quality assure the arrangements for tracking and monitoring student accessing the resolve provision to provide information for the compilation of reports, and to provide appropriate feedback to students, staff and parents/carers.

OTHER SPECIFIC DUTIES

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be expected to perform appropriate duties as and when required by the school, commensurate with the salary grade of the post if it is higher than the employee's current salary.
- To work in the best interest of the school, students, parents and staff.
- To adhere to the Oak Learning Partnership's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

Inclusion Manager Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Good levels of literacy, numeracy and ICT skills. • Experience of working in an educational environment or equivalent environment with young people. • Experience of successfully working with identified students, or groups of students. • Experience of working with young people with SEN. • Experience of monitoring and recording progress of learners. 	<ul style="list-style-type: none"> • Leadership of a community project/area of school development. 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • A knowledge of ACE and trauma responsive practices • Innovative approaches to working with students, parents, the local community and multi-agency partners. • Strategies for ensuring equal opportunities for students, staff and other stakeholders. • Ability to develop consultation methods. 	<ul style="list-style-type: none"> • Understanding of Safeguarding and Child Protection issues. • Knowledge of the needs of SEN students in academic surroundings. 	
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> • Ability to communicate effectively, negotiate and network through highly developed inter-personal written, verbal and presentation skills. • Work as an effective team member and apply given instructions. • Prioritise the workload, balancing long and short-term priorities. • Set high standards and provide a role model for students and staff. • Well-developed analytical, planning and organisational skills. • Be organised and demonstrate a willingness to take the initiative. • Identify and develop creative solutions to solve problems. • Seek support and advice when necessary. 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training. • Ability to think calmly and clearly in emergency situations. 	



Blackburn Central
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Aspire and achieve

Blackburn Central High School

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