**Inclusion Manager/Deputy SENDCo**

**Location:** Colonel Frank Seely Academy

**Salary:** Redhill Academy Trust Pay Scale, Band 10, Scale Points 46 – 50

**Hours of work:** 37 hours per week, 39 weeks per year

**Responsible to:** Associate Assistant Headteacher (SEND) and Senior Head of House (Pastoral Care)

**Post objective:** To deputise for the SENDCO. Line management responsibility for Teaching Assistants. To manage the Student Support Centre. Oversee the School’s alternative provision for students.

**Main Duties and Responsibilities:**

* Manage the day to day running of the Student Support Centre and staff working in it.
* To line manage Teaching Assistants as agreed with the SENDCo.
* To work with the SENDCo and Senior Head of House to set up and monitor a Student Support pathway referral.
* To provision map all inclusion support.
* To be part of the inclusion provision planning and implementation team.
* To support the SENDCo in planning for department inspections using the EIF inspection framework.
* Support the SENDCo with the necessary data for the use of identifying intervention needs for individual or groups of students.
* To oversee and audit the SEN register with the SENDCo
* Distribute tasks to staff supporting in the Centre according to skills level and availability, managing work schedules and ensuring quality of work.
* Contribute to Performance and Development Reviews for staff working in the Student Support Centre.
* Responsible for setting up full/part time alternative provision for students who are at risk of permanent exclusion.
* Liaise with external providers on a regular basis.
* Organise and oversee alternative education for students following sixth day of suspension.
* Support staff and students by setting up suitable workshops:

− Anger Management

− Social Skills − Decision Making

− Expected behaviour in school

− Emotional Literacy

− Social and Emotional Awareness

− Reframing my Behaviour

* Attend appropriate re-admission meetings including governor disciplinary hearings.
* Provide reintegration packages for students returning from fixed term suspensions.
* Attend the Head of House or other meetings where appropriate and provide relevant data.
* Update the Inclusion Tracker.
* Review/evaluate and implement the Student Support Centre action plan.
* Assist with the training of new staff and student teachers on behaviour management strategies.
* Review and evaluate quality of alternative provision.
* Manage and organise the day-to-day running of withdrawal from lessons, liaising with teaching staff as required.
* Supervise students attending withdrawal from lessons.
* Evaluate delivery of withdrawal from lessons and lead on developing the alternative provision offered.
* Maintain overview of students accessing the Reintegration Centre and visit when necessary.

**General**

* Attendance at staff meetings and INSET activities where relevant.
* Uphold and actively support the school’s policies and procedures.
* Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.