

Role Description

Inclusion Manager

NJC Pay Range	Band G
Responsible For:	Assistant SENDCO Teaching Assistant
Responsible To:	SENDCO / Principal

Main Purpose of the Post

- To assist the SENDCO in the day-to-day operation of the Academy's SEND provision.
- To support the identification, assessment and monitoring of pupils with SEND, leading on the early identification of SEND needs.
- To contribute to the development and implementation of Individual Education Plans (IEPs), Education, Health and Care Plans (EHCPs), and other support strategies.

Key Areas of Responsibility

- To attend and lead SEND meetings, reviews and case conferences in conjunction with the SENDCO.
- To plan and deliver inclusive teaching strategies daily and liaise with class teachers.
- To lead and support the delivery of the day-to-day provision for young people accessing the Enhanced Provision 'Woodlands Classroom'.
- To work in collaboration and liaise with the Academy Principal and SENDCo, to complete administrative tasks to support the role of the SENDCO.
- To act as a key point of contact for parents and carers of SEND pupils, providing support and updates on their child's progress.
- To liaise with external agencies to source the support needed including Education Psychologists, Speech and Language Therapists and Local Authority SEND teams.
- To work within the agreed framework of supervision and provide cover as and when required.
- To raise awareness of SEND needs across the Academy; assist Class Teachers where necessary.
- To lead in the training and supporting teaching and support staff in understanding and implementing SEND strategies.
- To manage and provide guidance to Teaching Assistants working in the Woodlands Provision.
- To promote inclusive classroom practices through collaboration with teachers.
- Use specialist (Curricular / Learning) skills / training / experience to support pupils.
- Lead on the development and implementation of Individual Education Plans and Education, Health and Care Plans.
- Ensure that SEND targets are met, and that resources and provision meet the individual needs of the students accessing the Enhanced Provision.
- Establish productive working relationships with pupils, acting as a role model, and setting high expectations for both colleagues and pupils.
- Promote the inclusion and acceptance of all pupils within the classroom and support the successful transition of students within the Enhanced Provision into the primary classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Work with the SENDCo and lead the Enhanced Provision Team to establish an appropriate learning environment; planning, evaluating and adjusting lesson/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievements against pre-determined learning activities.
- Provide objective and accurate feedback and reports, as required, to the SENDCo, on pupil

achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Be responsible for keeping and updating records, as agreed with the SENDCo, contributing to reviews of systems / records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy, and encourage pupils to take responsibility for their own behaviour.
- Under the direction of the SENDCo to lead and oversee the management of staff within the Enhanced Provision through effective deployment and structures.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Supplementary Information

NJC Pay Range	Band G
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.

- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Malby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.