

**Oakwood Academy**

**Inclusion Manager**

**PT 27- 31**

**JOB DETAILS:**

**Job Title:** Inclusion Manager

**Grade:** NJC Point Scale 27 – 31 Starting at point 27

**Salary** £35,745 + SNA 1 £793 pro rated

**Directly responsible to:** Headteacher and Pupil Inclusion Lead

**Directly responsible for:** Providing support to staff and pupils.

**Hours of Duty:** Full time 36 hrs per week. Term time only

**Summary of Role:**

To provide support and guidance to pupils by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.

**Main Duties and Responsibilities / Accountabilities:**

1. To be responsible for the day to day effective coordination of the Inclusion team.
2. To be the lead DDSL for Oakwood Academy and to support the DSL and DDSL’s across the 3 sites as and when required.
3. To attend Safeguarding Meetings as and when required and ensure that reports are prepared in advance, recorded on CPOMs and feedback is given on a timely basis.
4. To be the lead person in co-ordinating Early Help Assessment (EHA).
5. To lead, organise, attend and review ‘Team around the Family’ (TAF) meetings.
6. Under the direction of the Pupil Inclusion Lead, line manage members of the ~~Pastoral~~ Inclusion Team (Learning Mentors).
7. To support the Pupil Inclusion lead in updating the KPI data half termly on all behaviour and attendance issues.
8. In collaboration with the SLT, contribute to all aspects of positive behaviour, pupil welfare and attendance.
9. To support the Pupil Inclusion Lead in managing the school's alternative provision programmes for identified pupils.
10. To work alongside the Inclusion team, the school office and Attendance lead in ensuring good attendance of all pupils including undertaking first response and home visits.
11. To work with Pupil Inclusion Lead and other senior leaders in the oversight of the designated provision.
12. Develop and maintain effective and supportive relationships with parents and carers.
13. Facilitate access to specialist support and external agencies for identified pupils. Maintain working partnerships with other agencies and individuals in order to address the needs.
14. Alongside the Pupil Inclusion Lead and Heads of Year support pupils in making a successful transfer between educational establishments and key stages in their learning.
15. Develop and maintain effective and supportive mentoring relationships with pupils, and those engaged with them providing appropriate advice and support.
16. Through Provision Mapping and Strategy Intervention, assess underlying reasons for disengagement and support in developing profiles and plans that take into account, social emotional, health and educational needs.
17. To plan individual and group mentoring programmes which provide a range of strategies that will motivate, challenge and empower further learning and will help children to make positive changes.
18. Contribute to the assessment of pupil’s review and evaluate their progress pre and post intervention.
19. Maintain records so that information may be communicated to appropriate parties and impact of interventions can be measured.
20. To support Pupil Inclusion Lead and Heads of Year with the induction of new pupils.
21. To support with the Headteacher and The Pupil Inclusion Lead with consultation process of new pupils.
22. Monitor and co-ordinate the completion and management of pastoral pupil documents such as: Behaviour risk assessments, pen portraits and Positive Handling Plans and ensure all pastoral interventions are recorded.

**General Tasks**

1. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos/work/aims of the school.
3. Attend and participate in relevant meetings as required.
4. Assist in meeting the social, emotional and mental health care needs of students as required.
5. Work towards personal and whole school development targets.
6. Assist with supervision of pupils at break and lunchtimes as directed.
7. Accompany teaching/senior staff and pupils on trips and visits and other school activities as directed.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, The Trust will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.