

Inclusion Manager





Headteacher's Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 27 teachers and 43 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 170 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

We have high expectations for student outcomes, alongside an equally strong commitment to supporting pupils to overcome their individual barriers to learning. All of our students have learning difficulties, and over 40% are autistic or have social communication needs; a similar proportion have speech and language difficulties, while others experience physical challenges or complex health care needs. Staff at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email enquiries@abbey.wmat.org.uk and one of the team will get back to you. I would also encourage you to have a look at the school website www.abbey.wmat.org.uk if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson
Head teacher



Job Advert

Inclusion Manager

Pay scale WA7-25 to WA7-31

Actual Salary: £33,806 to £38,262

Make a real difference every day

The Abbey School is seeking an exceptional Inclusion Manager to lead our pastoral support provision and play a vital role in ensuring our students feel safe, supported and ready to learn.

We are a specialist secondary school for students with moderate learning difficulties. Many of our young people also have autism, social, emotional and mental health needs, and speech, language and communication needs. Meeting their emotional needs is at the heart of everything we do.

This is a key leadership role within the school, working closely with the Assistant Headteacher (Pastoral) to ensure behaviour, attendance and inclusion are effectively supported across the school.

About the role

You will lead and deploy a skilled Pastoral Support Team, ensuring the right balance of:

- Reactive support – responding to incidents and supporting students in the moment
- Proactive support – delivering and recording planned interventions, mentoring, student check-ins and family engagement

Your work will ensure that students are supported to regulate, recover and reintegrate into lessons as quickly as possible, removing barriers to learning and improving outcomes.

At any one time, you will oversee a team providing on-call support across the school, ensuring calm, consistent and effective responses to student need.

Key responsibilities

- Lead and line manage the Pastoral Support Team
- Coordinate daily pastoral deployment and priorities
- Oversee targeted interventions (e.g. emotional regulation, anger management)



- Ensure all interventions are recorded using the agreed school MIS, Arbor and monitored for their efficacy
- Provide intervention updates for Annual Reviews which outline progress towards outcomes
- Support staff with behaviour and inclusion strategies
- Act as a Deputy Designated Safeguarding Lead (DDSL)
- Work closely with families and external agencies
- Contribute to whole-school behaviour, attendance and inclusion strategy

What we're looking for

We are seeking someone who:

- Has strong and extensive experience working with students with SEND, particularly autism and SEMH
- Is a confident and compassionate leader, able to lead, manage and deploy a team effectively
- Can remain calm under pressure and make sound decisions
- Has excellent communication and relationship-building skills
- Is committed to inclusive, child-centred practice
- Has experience of safeguarding and multi-agency working

Why join us?

- We are a collaborative, mission-led community where our values define our culture
- This is a meaningful leadership role with active impact on the outcomes and life chances of our students
- Fuel your career with bespoke professional development designed to sharpen your expertise and accelerate your impact
- This is a fantastic chance to collaborate on shaping and developing holistic pastoral provision within a specialist setting



Job Description

Inclusion Manager

The Abbey School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description reflects the requirements of the School Teachers' Pay and Conditions Document (STPCD) and the vision, aims and policies of the Governing Body.

Job details

Salary: WMAT: WA7-25 to WA7-31 Actual Salary: (£33,806 to £38,262)

Hours: 40 hours per week (8.00am – 4.30pm, Mon to Fri)

Contract type: Permanent

Reporting to: Assistant Headteacher (Pastoral)

Line Management: Pastoral Support Team

Purpose of the Role:

The Inclusion Manager plays a pivotal role in ensuring that the emotional, social and behavioural needs of students are effectively met, enabling them to access learning and thrive within the school environment.

Working in a specialist secondary setting for students with moderate learning difficulties, many of whom have autism, SEMH needs, and speech, language and communication needs, the Inclusion Manager leads and deploys the Pastoral Support Team to deliver both proactive and reactive support. The Pastoral Support team consists of 2 full time Student Welfare Coordinators and a full time Pastoral Support Worker. The Inclusion Manager will also work very closely with our 3 Heads of Year.

The core aim of the role is to remove barriers to learning and support timely reintegration into lessons, ensuring that all students are emotionally ready to learn and successful.

The role operates under the strategic direction of the Assistant Headteacher (Pastoral) and is integral to the effective day-to-day running of the school.



Key Responsibilities:

1. Strategic Leadership of Inclusion and Pastoral Support

- Promote a consistent, inclusive, and trauma-informed approach across the school
- Support the implementation of the school's vision, values and behaviour principles
- Contribute to whole-school pastoral, behaviour and inclusion strategy alongside the AHT (Pastoral)
- Lead on the development and evaluation of pastoral systems, interventions and provision
- Ensure inclusive practice for students with SEND, including autism, SEMH and SLCN

2. Leadership and Deployment of the Pastoral Support Team

- Line manage and lead the Pastoral Support Team, including Student Welfare Coordinators and Pastoral Support Worker
- Organise and deploy staff effectively throughout the day, ensuring appropriate balance between:
 - Reactive support (responding to incidents, on-call duties)
 - Proactive support (planned interventions, mentoring, check-ins)
- Ensure that at least four staff (including the Inclusion Manager where appropriate) are available to respond to student needs during the school day
- Lead regular team meetings focused on student needs, case planning and review
- Support professional development and performance management of team members
- Liaise with Team SEND to ensure an effective timetable for structured student use of the 'Cubbie' (Sensory Immersive Space) is planned, implemented and reviewed across each academic year

3. Student Support and Intervention

- Oversee and coordinate targeted pastoral interventions (e.g. emotional regulation, anger management, social skills)
- Ensure high-quality 1:1 and group interventions are delivered effectively
- Monitor and evaluate the impact of interventions and adjust provision accordingly, keeping clear records on the agreed school MIS
- Ensure reports for all pastoral support team interventions are provided for Annual Reviews
- Support early identification of students requiring additional emotional or behavioural support
- Maintain clear systems to ensure students are supported to return to lessons promptly when ready



4. Behaviour and Inclusion Support

- Work closely with AHT (Pastoral) to support whole-school behaviour systems and expectations
- Provide advice, guidance and direct support to staff in managing complex behaviours
- Respond to incidents and support de-escalation as part of the on-call system
- Promote consistent approaches to behaviour in line with school policy and best practice
- Support staff understanding of student needs, including autism and trauma-informed approaches

5. Safeguarding and Multi-Agency Work

- Act as a Deputy Designated Safeguarding Lead (DDSL)
- Contribute to safeguarding processes including referrals, record keeping and case management
- Attend and contribute to multi-agency meetings (e.g. CIN, TAF, CP, ISPs, EHCP reviews)
- Ensure effective communication with external agencies (e.g. MNDWORKS, social care, therapists)
- Support family engagement and early help processes

6. Attendance and Family Engagement

- Work collaboratively with AHT (Pastoral) and wider team to improve attendance and punctuality
- Lead and support engagement with families, including meetings and support plans
- Provide guidance and signposting to external support services
- Facilitate parent/carer workshops, meetings, coffee mornings or support groups where appropriate
- Build strong, trusting relationships with families to support student outcomes

7. Communication and Systems

- Ensure accurate, timely and confidential record keeping
- Oversee and contribute to student support plans and pastoral records
- Liaise effectively with teaching staff, tutors, and leadership
- Ensure clear communication between pastoral staff and teaching teams
- Maintain oversight of daily pastoral operations and priorities

8. Wider Contribution to School Life

- Contribute to the wider leadership of the school as part of the extended leadership team
- Participate in training, CPD and school development priorities



- Lead staff training sessions when required, including during INSET days
- Support student transitions into and within the school, including liaison with feeder primary school settings
- Lead whole-school assemblies, coordinating with the pastoral support team, as part of the termly assemblies rota
- Undertake any additional duties as reasonably directed by the Headteacher

Person Specification

CRITERIA	QUALITIES
Qualifications & Training	<p>Essential</p> <ul style="list-style-type: none"> • Good standard of education (minimum GCSE Grade C/4 or equivalent in English and Maths) • Evidence of relevant professional development in areas such as SEND, behaviour, safeguarding, or pastoral care • Safeguarding training (or willingness to complete upon appointment) <p>Desirable</p> <ul style="list-style-type: none"> • Relevant qualification in education, SEND, counselling, psychology, youth work or social care • Leadership/management training or qualification • Training in specialist approaches (e.g. ELSA, trauma-informed practice, Team Teach, attachment-aware schools)



<p>Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Experience of supporting students with complex emotional and behavioural needs • Experience of working with families, including those requiring additional support • Experience of multi-agency working (e.g. social care, CAMHS, Early Help) • Experience of safeguarding processes and child protection procedures • Experience of planning and delivering targeted interventions (1:1 and group) <p>Desirable</p> <ul style="list-style-type: none"> • Significant experience working with children/young people with SEND, particularly: <ul style="list-style-type: none"> * Autism (ASC) * Social, emotional and mental health needs (SEMH) * Speech, language and communication needs (SLCN) • Experience of leading or managing a team • Experience in a specialist or alternative provision setting • Experience of working at a strategic level within a school (e.g. contributing to whole-school systems) • Experience of attendance intervention and improvement strategies
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<p>Knowledge & Understanding</p>	<p>Essential</p> <ul style="list-style-type: none"> • Strong understanding of SEND and the barriers to learning faced by students with additional needs • Knowledge of effective behaviour support approaches, particularly for students with autism and SEMH • Understanding of trauma-informed and relational practice • Knowledge of safeguarding legislation and guidance (e.g. <i>Keeping Children Safe in Education</i>) • Understanding of multi-agency processes (e.g. CIN, CP, TAF, EHCP processes) • Awareness of strategies to support emotional regulation and student reintegration into learning • Understanding of equality, diversity and inclusive practice <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of current national guidance relating to behaviour, attendance and inclusion • Understanding of therapeutic approaches and intervention models • Knowledge of Surrey (or local authority) processes and services
<p>Skills & Abilities</p>	<p>Essential</p> <ul style="list-style-type: none"> • Strong leadership and team management skills, including the ability to deploy staff effectively in a dynamic environment • Ability to balance and prioritise reactive and proactive pastoral support • Excellent interpersonal and communication skills (verbal and written) • Ability to build positive, professional relationships with students, staff, families and external agencies • Skilled in de-escalation and managing challenging situations calmly and effectively • Ability to make sound decisions under pressure • Strong organisational skills and ability to manage competing priorities • Ability to analyse information and evaluate the impact of interventions • High standard of record keeping and attention to detail • ICT competence for record keeping, communication and reporting <p>Desirable</p> <ul style="list-style-type: none"> • Ability to deliver training to staff • Experience in data analysis related to behaviour, attendance or pastoral interventions



<p>Personal Qualities</p>	<p>Essential</p> <ul style="list-style-type: none"> • Strong commitment to inclusion and improving outcomes for vulnerable students • Empathetic, patient and non-judgemental approach • Resilient, calm and emotionally intelligent • Solution-focused with a proactive mindset • High levels of professionalism, integrity and confidentiality • Flexible and adaptable in response to the needs of the school day • Ability to work both independently and as part of a leadership team • Commitment to ongoing professional development
<p>Safeguarding Commitment</p>	<ul style="list-style-type: none"> • A strong commitment to safeguarding and promoting the welfare of children and young people • Willingness to act as a Deputy Designated Safeguarding Lead (DDSL) • Clear understanding of safeguarding responsibilities within a school environment
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Ability to attend meetings outside of normal school hours where required (e.g. parent meetings, multi-agency meetings) • Commitment to the ethos and values of The Abbey School

Notes:

This job description may be amended, following consultation with the post holder, to reflect the evolving needs of the school.

The responsibilities outlined above are subject to the general duties and conditions set out in the written statement of terms and conditions of employment. The post holder is expected to uphold and actively promote the school's ethos and to work in accordance with the policies, procedures, and objectives agreed by the governing body. This post is subject to an enhanced DBS check.

Closing Statement

This role is central to ensuring that the school functions effectively by meeting the complex emotional needs of its students. The Inclusion Manager will play a crucial leadership role in enabling students to feel safe, supported and ready to learn.



The Abbey can offer

- Amazing students who want to learn
- A consistent approach to behaviour which ensures learning is not disrupted
- An additional 2 days holiday each year with our wellness (long) weekend in November
- Westfield Health Cash Plan
<https://www.westfieldhealth.com/individual/health-cash-plan>
This includes **reimbursement towards the cost of** dental, opticians, physiotherapy and other medical appointments. Your dependants are included at no extra cost to you!
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT
- Outstanding, state-of-the-art facilities across the school
- Extensive CPD opportunities that support professional growth in and out of the classroom, including six early closure days, five INSET days, and well-defined professional learning routes for teachers
- A welcoming and very supportive staff community
- On site car parking





Expansion Project

The Abbey has very recently undergone a huge £7.8million investment expanding from a 2- to 3-form entry school to support Surrey County Council's SEND Sufficiency Strategy.

As a result The Abbey now has:

- 15 general classrooms, nine of which are newly built
- A newly equipped Food Technology classroom
- A specialist Art room in a new, enhanced space
- A purpose-built Music and Drama classroom
- A newly built Design Technology classroom
- Two specialist Science laboratories, one of which is newly built

In addition, there is:

- A full-size sports hall, supported by two newly built PE storage areas
- A newly built multi-use games area (MUGA)
- A modern, purpose-built staff room
- A newly constructed school office
- A welcoming, fully furnished waiting area for parents, carers and visitors
- A purpose-built conference and meeting room
- Three additional therapy rooms
- Newly built boys' and girls' PE changing rooms
- Five additional office spaces
- Two newly built accessible (disabled) toilets
- A state-of-the-art staff workroom with 12 workstations
- A 'Cubbie' immersive sensory space, designed to support sensory regulation through professionally tailored programmes for students

This is an exciting time for The Abbey as we expand and flourish in our new buildings with their first-class technology!

Over recent years, as part of the school's expansion project, we have undertaken a comprehensive refurbishment of our IT infrastructure. An investment of over £200,000 has transformed our network and systems. All classrooms are now equipped with state-of-the-art interactive whiteboards, Wi-Fi and an internet-based phone system. Every student has been issued with a school-funded Chromebook, which is embedded into daily teaching and learning. In addition, all IT systems have fully migrated to the cloud.



How to Apply

Please click on the following link to view our profile and select 'Current Vacancies' and search by role.

Link to vacancy:

<https://recruit.sampeople.co.uk/Jobboard/Trust/weydonmultiacademytrust/00010>

If you have any queries, please contact:

Zoe Mackie

Operations Manager

The Abbey School, Menin Way, Farnham GU9 8DY

e-mail: recruitment@abbey.wmat.org.uk

The Abbey School reserves the right to interview candidates before the closing date.

PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED

Closing Date: Thursday 18 June 2026 8am

Interview Date: Wednesday 24 June 2026

Pre-visits are essential. To arrange a visit, please contact us on 01252 725059.

We look forward to receiving your application to join our
dedicated and passionate team

The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants

