

Job Title: Inclusion Manager	Pay Scale: PPS 12-13
Normal Place of Work: The Priory Lincoln Academy	Line Manager: Deputy Headteacher for Inclusion
Role Summary: <ul style="list-style-type: none"> • Work alongside the Senior Leadership Team, Senior Heads of Year and Year teams and SEND support to ensure that our strategies for inclusion are implemented successfully and have an impact on pupil progress. • Supervise, support and work directly with children who require support to meet Academy Expectations (and their parents/carers, where appropriate) ensuring improved outcomes in welfare, attendance and progress). 	

DUTIES AND RESPONSIBILITIES

- To carry out work on behalf of the academy to support with all aspects of inclusion, including working with individual children, small groups and large groups.
- Model high expectations for behaviour and support staff to implement our behaviour curriculum and policy consistently and effectively.
- Promote and develop positive working relationships with all staff and pupils.
- Support those with specific needs to follow behaviour routines and expectations that support the welfare and education of the pupils.
- To work with an identified group of students utilising the Lincoln Ladder of Intervention in order to support students to thrive.
- To work closely with other intervention co-ordinators and internal support to share information and knowledge to support student success.
- Work with Middle and Senior Leaders and practitioners to make appropriate adjustments to enable pupils to learn successfully within their classroom.
- To understand the curriculum in the Academy to support the implementation of the curriculum. To liaise with Heads of Departments and teachers to share curriculum gaps identified through intervention.
- Provide support for pupils to regulate, review and adapt behaviour and re-engage with learning utilising a strong restorative approach.
- Liaise with the Middle and Senior Leaders and practitioners to deliver appropriate interventions to support pupil progress.
- Work with Middle and Senior Leaders and practitioners to ensure that the learning environment is supportive in enabling our behaviour curriculum and policy to be effectively actioned.
- Work alongside professionals from external agencies e.g. Behaviour Outreach Support Service (BOSS) to implement recommended strategies and support the completion of Pastoral Support Plans. Liaise with the relevant staff to ensure that clarity of expectation is communicated effectively and recommended strategies are implemented.
- Develop and maintain outstanding and effective working relationships with all staff, social workers and other external agency workers.
- Have familiarity with all relevant pupil information so that planning is well informed and promotes fostering growth, self-esteem and independence.

- Support and develop parent/carer engagement and build relationships with them in order to successfully work together to best meet the needs of pupils. This will include leading and involvement in meetings, such as PSP reviews, reintegration meetings and parent's evenings / parental events.
- Advocate on behalf of pupils and parents to ensure that their voice is heard.
- Ensure that the Academy's Safeguarding policy and procedures are adhered to promoting a safe environment for pupils.
- To carry out such other duties which are within the scope of this post, as directed by the Line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Inclusion Manager

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
2.	Level 2 IT qualification /experience or equivalent	X		AF / Cert
3.	NVQ 3 qualification or working towards	X		AF/Cert
4.	Proficient in the use of email and the internet	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
5.	Experience of Dealing with Safeguarding issues	X		AF/IV
6.	Demonstrate commitment to safeguarding and ensuring and promoting the welfare of children and young people.	X		AF/IV
7.	Experience of supporting groups of pupils as well as pupils on a one-to-one basis		X	AF/IV
8.	Knowledge of current issues around young people's wellbeing and mental health.		X	AF/IV
9.	Experience of supporting groups of pupils as well as pupils on a one-to-one basis	X		AF/IV
10.	Experience in working with parents/carers	X		AF/IV
11.	Confidentiality ability to work with all confidential and sensitive data	X		AF/IV
12.	Experience of working in an education setting		X	AF/IV
13.	Able to priorities tasks effectively, coping with conflicting demands and displaying flexibility	X		AF/IV
14.	High standards of accuracy and attention to detail	X		AF/IV
	SKILLS AND ABILITIES			
15.	Ability to use IT at a level commensurate with job role	X		AF/IV/AT
16.	Ability to work on own initiative and as part of a team	X		IV/R
17.	Good planning and organisational skills	X		IV/R
18.	Excellent oral and communication skills	X		IV/R
19.	Professional and responsive attitude and behaviour towards colleagues	X		IV/R
20.	Ability to motivate and develop self	X		IV/R
21.	Commitment to equality, diversity and inclusion	X		IV/R

*Key to how skills are assessed:

AF = Skill assessed via application form IV = Skill assessed via interview
 AT = Skill assessed via test/work-related task Cert = Certificate checked at interview
 R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....