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**Building Brighter Futures**

RECRUITMENT PACK

Job Role: **Senior Inclusion Manager**

Website: [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk)

**About the Role**

**Job Title:** Senior Inclusion Manager x 2

**Contract:** Temporary post until 31 March 2026 in the first instance with the possibility of being made permanent

37 hours per week

41 weeks per year

**Salary:** Grade 7 – FTE £37,035 to £40,476 with responsibility allowance of £5,000

Actual pro-rated salary is £39,448.33

**Start Date:** As soon as possible

**Closing date:** Until position filled

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Thank you for your interest in the role of Senior Inclusion Manager. These are two very important roles in our next steps from Ofsted good to outstanding.

At Sheffield Inclusion Centre we support and develop the careers of support staff and these opportunities have been constructed so that we have a strong non teaching presence on the Leadership Team.

The Sheffield Inclusion Centre is made up of 9 sites and you will have overall responsibility and oversight for a number of satellite bases. These bases are staffed by support staff and usually welcome about 20 pupils. You will provide staff support and challenge on the day to day running of the bases and ensure pupils attend well, have a positive learning experience and are safe and sound. We have excellent relationships with families in working through social issues and undiagnosed or unmet needs and you will have an overview of this partnership.

As we are recruiting 2 Senior Inclusion Managers you will have the choice of school responsibility under the Deputy Headteacher for either Behaviour or Attendance. Please indicate your preference when you apply.

You should also include in your application:

1. Your leadership experience
2. Your experience with vulnerable/disadvantaged children
3. Examples of your commitment to self development and your levels of professionalism.

We are looking to appoint a Senior inclusion Manager and would welcome applicants from a variety of backgrounds and work experiences. Your **big personality** is more important to us than your qualifications.

Applicants will ideally meet the following criteria:

* confident
* energetic
* good sense of humour
* team player
* flexible

We are a multi-site school, therefore holding a driving licence would be advantageous.

In turn, we can offer our commitment to your professional development and the opportunity to make a very real difference to the lives of our children.

**Our salaries are some of the best in the city. You will also have 11 weeks holiday.**

**What’s not to love – great salary, great holidays and great children! Come and join us.**

Application packs are available to download from our website [www.inclusion.sheffield.sch.uk](http://www.inclusion.sheffield.sch.uk) or [www.sheffield.gov.uk](http://www.sheffield.gov.uk) – jobs page.

Please return completed application forms to [enquiries@inclusion.sheffield.sch.uk](mailto:enquiries@inclusion.sheffield.sch.uk)

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone.  Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

**Why we are here**

Welcome to the Sheffield Inclusion Centre and thank you for your interest in the vital and valued position of Senior Inclusion Manager. We have recently received a good rating from Ofsted [*https://files.ofsted.gov.uk/v1/file/50238878*](https://files.ofsted.gov.uk/v1/file/50238878)which is the result of a lot of hard work by staff and pupils. Our pupils, despite being permanently excluded, are our strength and it is a pleasure to work with them and their families to support learning and build brighter futures. Please come and visit us to see for yourself our amazing children and staff.

We feel we are the most important school in Sheffield with some of the most vulnerable and at the same time vibrant children in the city. Many of our children have unsettled home lives and mental health difficulties. Therefore, it is important to role model behaviour and always show children unconditional positive regard.

Everything we do is based on relationships and building trust, hence having integrity, empathy and a great sense of humour are key to the success in this role.

We achieve our success with children with a range of personalised learning pathways and by surrounding the child with a team who care and believe in them. The team is made up of teachers, mentors, teaching assistants, therapists, youth workers, youth offending workers, transition coaches, etc. We are fortunate enough to be supported by a range of external agencies from the LA, the NHS and social care.

All our children have been permanently excluded from mainstream school. Children come to us with unmet Special Educational Needs and in some cases a full assessment of need is carried out resulting in an Education, Health and Care Plan (EHCP).

Our main site is on Spring Lane, but we now have 8 smaller campuses across Sheffield - please reference the website for locations.

**Our single purpose of Building Brighter Futures is based on these values**

* Everyone deserves a fresh start
* Everyone wants more success when they start to feel success
* Everyone functions and learns better when they feel safe and there are routines
* Everyone needs others to believe in them and care for them and respect them
* Everyone needs support to alter their behaviours and mindset
* Everyone needs to know about the opportunities in order to take them
* Everyone learns differently and at a different pace.

We know when our children start with us they will have many gaps in their learning. This will be for a number of reasons. As educators our job is to quickly work out where the gaps exist and plug them, all the time building confidence and a sense of success they may not have experienced before.

It is vital that we have high expectations for our children so we give them the best start in life, tooled up with skills and knowledge ready for their next phase of learning. Every minute at school should be seen as an opportunity to help the child to make progress whether it be academically or socially and emotionally. The curriculum offered at the centre is personalised in order to meet the individual needs of each pupil.

We look forward to receiving your application and please do not hesitate to request a visit or more information.