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| **POST TITLE: INCLUSION MANAGER** |
| **OVERALL PURPOSE OF THE POST** |
| Under the direction and guidance of the SENDCO, Principal and ACET Inclusion Lead, you will be responsible for supporting the personal development, behaviour and welfare of pupils through the efficient and effective deployment of resources across the academy to best meet the wide-ranging needs of the pupils.  You will provide pastoral support and deliver specialist interventions to meet the needs of our most vulnerable and complex pupils. You will provide staff CPDL, including coaching and mentoring to ensure this best practice transitions effectively into the classroom and can be provided by pupil key workers and the class teacher.  The role will complement the professional work of Teachers by taking responsibility for agreed learning activities under the established system of supervision. This may involve the efficient and effective deployment of Teaching Assistants and reviewing pupil provision on a regular basis.  The role will also include the leading of, and attendance at, a range of meetings with families and professionals to support our most vulnerable learners. These may include multi-agency meetings, CIN, TAF meetings and Safeguarding meetings for which you will prepare and complete relevant academy and SEND documentation.  You will work closely with external professionals such as Specialist Inclusion Team (SIT), Educational Psychology Service (EPS) and EHC team ensuring all communication is professional but also appropriately challenging to ensure pupils’ needs are met. You will build strong and professionals relationships with families and work closely with them to ensure they understand the graduated response, information shared in professional reports and the EHCP process, where required.  You will plan, prepare and deliver adapted learning activities for class / individuals / small groups, monitor pupils and assess, record, evaluate and report on achievement, progress and development, as well as undertake classroom cover for whole classes when required.  Organise and supervise lunchtime provision for vulnerable pupils who require pastoral or inclusion support and guidance. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Support for pupils**   * + Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning   + Establish productive working relationships with pupils, acting as a role model and setting high expectations   + Promote the inclusion and acceptance of all pupils within the classroom   + Support pupils consistently whilst recognising and responding to their individual needs   + Encourage pupils to interact and work co-operatively 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.   **Support for the Teacher**   * + Organise and manage appropriate learning environments and resources   + Within an agreed system of supervision, plan challenging learning and teaching objectives to evaluate and adjust lessons/work plans as appropriate   + Monitor and evaluate pupils’ responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives   + Provide objective and accurate feedback and reports to the Teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence   + Record progress and achievement in lessons / activities systematically and provide evidence of the range and level of progress and attainment.   + Fully understand the Academy’s Behaviour and Recognition policy and implement this consistently; supporting other staff to do the same. Work with class teams to develop adaptations to this for pupils with bespoke needs.   + Support the role of parents in pupils’ learning and contribute to / lead meetings with parents to provide constructive feedback on pupil progress / achievement, etc.   + Produce lesson plans, learning resources for pupils with bespoke needs in order to support staff understanding.   + Update Support Plans and Grids for Learning as required; check through all Inclusion paperwork – provide feedback to ensure these are high quality and have the impact required.   + Attend SEND reviews alongside class teacher and/or keyworkers.   + Provide feedback to staff with clear actions; follow up monitoring and support to be provided to ensure this feedback is acted upon effectively.   **Support for the Curriculum**   * + Deliver learning activities to pupils, within the agreed system of supervision, adjusting activities according to pupil responses / needs. On occasions this may mean that you may be required to undertake specified work with full classes.   + Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills   + Use IT effectively to support pupils’ learning including their ability to be more independent.   + Select and prepare resources necessary to lead learning activities, taking account of pupils’ interests, language and cultural backgrounds.   + Advise on the appropriate deployment and use of specialist aid / resources / equipment.   **Support for the Academy**   * + 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 in accordance with the policy.   + Be able to monitor and report on attendance daily with support from the Assistant inclusion manager. Manage attendance meetings, returns to the LA, reports for the Academy as required.   + Be aware of and support individuality and difference plus ensure all pupils have equal access to opportunities to learn and develop   + Contribute to the overall ethos of the academy, modelling the Core Values consistently.   + Establish strong, professional relationships and communicate with other agencies / professionals, in liaison with the SENDCO/teacher/Principal, to support achievement and progress of pupils.   + Take the initiative, as appropriate, to develop appropriate multi-agency approaches to supporting pupils.   + Recognise own strengths and areas of expertise and use these to achieve and support others   + Deliver out of school learning activities within the guidelines established by the school.   + Manage preparation of SEND documentation: grids for learning, SEND support plans, referrals eg CAHMS, EHCP etc.   **Line Management**   * Line manage all Teaching Assistants including Assistant Inclusion Manager. * Undertake induction / appraisal / training and mentoring of Teaching Assistants.   **General duties and responsibilities**   * To appropriately maintain the confidentiality of the working environment * Promote the Core Values and Vision of the academy * Support and maintain a positive working environment between colleagues across the academy * To undertake training as required * To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures * To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974 * To understand and comply with procedures for the emergency evacuation of the academy * The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy to enable pupils to achieve well and reach their full potential. This is an outline job profile only 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.   The role is based at Springwood Junior Academy but may, on occasion, involve working at other locations in the trust. |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate).   *The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |