

JOB DESCRIPTION

Post title:	Inclusion Manager
Academy:	Academy 360
Reporting to:	Senior Welfare Lead
Salary/Pay range:	FTE £24,282 Actual £21,294
Hours of work:	37 hours per week, term time only

Purpose of Job

The Inclusion Manager will lead an onsite 12 place unit to support students from Y5 – Y11 for variable periods – 1-5 days to support our drive of high expectations. We welcome applications from ambitious candidates, keen to make a difference as part of the Laidlaw Schools Trust.

Main Duties and Responsibilities

- To work with Progress Leaders to ensure all students referred to Inclusion Provision are supported in their learning and progress
- To enable analysis of targeted students to support personalised access to programmes and support provisions appropriate to need.
- To liaise effectively with Director of Progress, Senior Leaders, SENCO colleagues.
- To manage Inclusion Unit where students displaying challenging behaviours are referred.
- To collate information to contribute to personalised programmes for targeted students in order that they fully access the curriculum and are empowered to self-manage their own behaviour
- To ensure the number of students sent out of lesson or excluded is minimised through analysis of behaviour data
- To monitor and track student progress every 2-3 weeks and to ensure all students are on track
- To develop and recommend students to specific programmes that will enable them to address their challenges
- To ensure regular feedback to targeted students/parents with refined targets and recognition of their progress
- To have regular communication with Director of Progress and parents and to ensure the families are kept informed of issues and the progress of their child
- To evaluate impact of inclusion unit and to make appropriate recommendations and to implement further support or intervention for SEND students, as necessary
- To liaise with Directors of Progress and Senior Leaders regarding student progress
- To attend training as directed and to develop and deliver support programmes as appropriate
- To actively promote the safety and welfare of our young people
- To ensure compliance with LST data protection rules and procedures
- To liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with A360 and LST network to establish good practice, offering support where required

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required