

Inclusion Manager

Job Description

Grade: GRC – *Subject to Job Evaluation*

1. Job Purpose

- 1.1 To support teaching and support staff in the development and education of children including the provision of specialist skills and knowledge levels across a range of disciplines
- 1.2 To assess the progress, development and attainment of pupils and ensure a high quality learning experience for pupils that meets internal and external quality standards
- 1.3 To develop, implement and monitor systems and policies for those pupils at risk of exclusion and to ensure that appropriate in school and agency support is available and utilised in an efficient way to meet these pupils' needs
- 1.4 To develop, implement and monitor systems and policies for those pupils whose access to the curriculum may be limited by their special educational needs and to ensure that appropriate in school and agency support is available and utilised in an efficient way to meet these pupils' needs

2. Key Responsibilities

- 2.1 To support teaching and support staff in the development and education of all pupils irrespective of background, ethnicity, gender or disability.
- 2.2 To foster a learning environment and educational experience that provides students with the opportunity to fulfil their individual potential
- 2.3 To identify and adopt the most effective teaching approaches for those pupils with special educational needs
 - 2.3.1 To identify and instruct pupils in study skills that will develop those pupils' ability to work independently
 - 2.3.2 To monitor teaching and learning activities to those pupils and ensure that such methods are maintained and continued to meet the needs of those SEN pupils
- 2.4 To ensure all members of staff recognise and fulfil their responsibilities to providing pupils with SEN the provision of resources they require and disseminate good practice across the school
- 2.5 Liaison with parents of children at risk of exclusion so appropriate external support can be obtained.
 - 2.5.1 Liaison via the Head teacher with the Governors Exclusion Panel

- 2.6 Liaison with the designated SENCo to ensure that the statementing process is operating efficiently and is maintained
- 2.7 Ensure that requirements for the annual SEN Audit are followed including the prompt exporting of data to appropriate third parties
- 2.8 Work in collaboration with the SENCo to ensure that appropriate accessibility documentation is drafted to comply with the 'Disability Discrimination Act'.
- 2.9 Attend appropriate meetings with, or in place of, the SENCo.
- 2.10 To share in the development of the school curriculum, teaching programmes, methods of teaching and assessment review
- 2.11 To support and contribute to the school's responsibility for safeguarding children
- 2.12 To help lead and manage the creation and implementation of the school's strategic plan which sets targets and identifies priorities for ensuring pupils achieve high standards and make progress, increasing teachers' and support staff's effectiveness in achieving such goals. This may include:
 - 2.12.1 Using a variety of methods to create, interpret and analyse data in relation to pupil inclusion and achievement and act upon any areas deemed as underperforming
 - 2.12.2 Delegating and leading posts such as the Raising Achievement Assistant (where applicable) in order to raise standards of individual pupil achievement and ensure that this good attainment is then maintained
 - 2.12.3 To report all outcomes to the Head teacher, Governors or other interested parties.
- 2.13 To use and create a variety of delivery methods including the use of ICT appropriate to individual needs that may engage pupils in situations where they may have otherwise struggled to be involved or succeed in.
- 2.14 To provide a positive conducive, safe learning environment encouraging high standards and working relationships
- 2.15 To set high expectations for pupils behaviour and maintain a good standard of discipline through well focussed teaching, fostering positive relationships and implementing the school behaviour policy
- 2.16 Ensure that parents are well informed about the curriculum, targets, individual pupils' progress and achievement
 - 2.16.1 To work and liaise with the Parent Partnership Worker, Home School Link Worker, Parent Support Advisors and other related staff where applicable on matters where pupil achievement may need parental involvement

- 2.17 To develop and maintain good relationships with parents, outside agencies and the local community
- 2.18 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.19 To ensure all tasks are carried out with due regard to Health and Safety
- 2.20 To undertake appropriate professional development.
- 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings and parents evenings
- 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:
 - 1. Regularly supervised with work checked by supervisor
 - 2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
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Education/ Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health

assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.