INCLUSION MANAGER

Middlewich High School

Grade 8

SCP 24 to 28

Job Description & Person Specification

Job Description

Reporting to

Deputy Headteacher

Purpose of the role

To lead the day-to-day work of the attendance Team, helping students overcome barriers to learning, access the curriculum and participate in school life.

To coordinate targeted support for students and their families, working with school staff and external agencies to improve engagement, wellbeing, and achievement.

Main responsibilities

Behaviour, Attendance & Team Leadership

1. Lead on ensuring sanctions are clearly shared with all stakeholders and that students have adequate work.
2. Line manage the attendance team, monitor attendance and implement IAPs for the most vulnerable children.
3. Lead on Quality assuring IAPs and that staff have actioned interventions from the early intervention programme.
4. Coordinate staffing during lessons, transitions, social times to support the schools' culture.
5. Direct the Attendance Team's work, set clear objectives, and support colleagues in ensuring the legal processes are followed.

6. Review attendance daily and ensure support is implemented daily, weekly, and long term to support families and drive attendance. Including home visits, meetings, multi-agency meetings.
7. Supporting on call and liaising with the AHT for Inclusion and the Deputy Headteacher regarding support, interventions, and sanctions.
8. Review relevant policies and procedures, recommend improvements, implement agreed changes, and monitor their effectiveness. Maintain professional development to keep practice up to date.

Student Support and Reintegration

1. Work with senior leaders and colleagues to identify students' needs. Use referral and behaviour records to identify patterns and agree support through the school's graduated approach on the Inclusion Mapping Portal
2. Plan, coordinate, deliver and evaluate targeted support for individuals and groups, focusing on early-intervention.
3. Create intervention impact reports for ESW/Inclusion Manager-led interventions.
4. Implement break and lunch time activities and clubs for students who struggle to regulate their behaviour and or build relationships.
5. With the support of the Senior Leadership Team, be responsible for the operational deployment of Education Support Workers during the school day, coordinating staffing during lessons and social times.
6. Liaise with parents and carers regarding significant school sanctions, including Connection, Off-Site Direction and Suspension. Keep, send, and manage accurate records outlining these sanctions.
7. Build supportive relationships with students and families, identify barriers to learning and support the Achievement Lead and Educational Support Worker with implementing plans to support students.
8. Support the administration of suspensions and reintegration. Arrange study support for students who have been internal connected, suspended or are absent long term, monitor their progress and assist with reintegration.

Monitoring, Evaluation and Reporting

1. Maintain accurate records for sanctions, tracking referrals, pupils' progress, and outcomes.
2. Agree indicators with senior leaders to monitor use of sanctions and evaluate their impact. Report on outcomes, suspensions and emerging trends to senior leaders and governors.
3. Analyse behaviour and attendance data at key points (daily; weekly; half-termly; termly; yearly), sharing reports and action plans with the Senior Leadership Team and Achievement Leads for evaluation and action.
4. Use internal data to help early-identification of students, completing 'first concerns' referrals and informing Achievement Leads and the Assistant Headteacher of students of concern.
5. Work with the Assistant Headteacher responsible for culture and inclusion to coordinate alternative provision, arrange timely reviews and keep families informed.

6. Support the administration of suspensions and reintegration. Arrange study support for students who have been excluded or are absent long term, monitor their progress and assist with reintegration or exam entry as appropriate.

Safeguarding and Partnership Working

1. Work with the Deputy Headteacher responsible for safeguarding. Coordinate referrals to external agencies where required and follow school procedures for reporting safeguarding concerns.
2. Liaise with external agencies and attend case conferences and core group meetings on behalf of the safeguarding lead when delegated.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSEs at grades 9 to 4 (A* to C) including English and Maths		✓
Further relevant training or a qualification in coaching.	✓	
Experience		
Experience supporting secondary-age pupils in a school or academy behaviour or pastoral support setting.		✓
Experience of responding to safeguarding concerns in an education setting.	✓	
Experience organising, coaching and managing the work of a team.		✓
Knowledge & Skills		
Understanding of the needs of young people and the barriers that can affect attendance, behaviour, learning and engagement.		✓
Ability to plan, deliver and evaluate targeted support for individuals and groups.		✓
Strong administrative skills and ability to use data to monitor progress, identify trends and inform decisions.		✓
Ability to manage competing priorities, meet deadlines and remain calm under pressure.		✓
Understanding of school safeguarding procedures and professional boundaries.		✓
Experience leading attendance and supporting families	✓	
Interpersonal Skills		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓