



JOB DESCRIPTION

Job Title: Inclusion Manager

Reporting to: Head Teacher

Location: Engage Academy, Batley

Grade/Salary: Grade 13 £39,782 to £41,675 (£34,503 to £36,145 actual based on term time plus 5 days)

Hours: 37 hours (term time only plus 5 days)

Statement of Intent

All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Key purpose of the post:

This role provides an exciting and unique opportunity within Ethos Academy Trust at a crucial time in our journey. As a member of the Senior Leadership Team (SLT), you will be required to model best practice and lead on strategies which improve behaviour and attendance, ensuring successful integration into mainstream education and / or the personalised delivery of a broad and balanced academic, behavioural, emotional, social and vocational curriculum for pupils. There will be the opportunity and requirement to work in partnership with mainstream schools as well as contributing to the strategic development of the academies and wider strands of provision within Ethos Academy Trust.

This key role involves a range of different and varied tasks and requirements, including the following:

Safeguarding

- Fulfilling the role of Designated Safeguarding Lead (DSL) for the academy, assuming responsibility for safeguarding pupils/staff and visitors. As a member of SLT, the DSL will have the authority to make decisions regarding staff and pupils.
- Responsibility for ensuring safeguarding procedures are in place, including undertaking the annual audit and termly reporting to the SLT, CEO and Trustees.
- Ensuring that appropriate training is sourced, delivered and documented to fulfil all statutory and Trust-wide requirements.
- Responsibility for compliance of Single Central Record (SCR) - Liaise with key colleagues to ensure the SCR is updated and fully compliant with statutory requirements.
- Management of Deputy DSLs to ensure adequate cover for the role is in place.
- Coordinate, deliver and record training to staff at Engage Academy.

Induction of new staff and pupils

- Pupils - work with key staff within and beyond the Trust to ensure that new referrals from the Single Point Referral (SPR) Panel are managed effectively, resulting in integration to the academy in a timely manner. This will involve liaison with families, schools and external agencies to ensure that the induction process is thorough and enables a smooth transition supported by relevant partners.
- Staff - work with line managers and the HR Manager to ensure that a thorough and extensive induction timetable is implemented for all new staff.
- Ensure that new staff are aware of line management and appraisal structures and all school systems.

Attendance

- Work with/manage key staff who have responsibility for pupil attendance to implement strategies and procedures to ensure policies are regularly reviewed and followed to secure outstanding attendance of pupils.
- Liaise with external agencies and families to manage any attendance concerns.
- Work towards meeting / exceeding academy key performance indicators in relation to pupil attendance. Report on attendance to the Head, CEO and Trustees on a termly basis.

Behaviour and Attitudes

- Lead on Behaviour and Attitudes to ensure consistency of behaviour management strategies.
- Lead on the rewards delivered within school to promote positive behaviour and engagement in learning.

- Develop systems for recording and monitoring incidents of behaviour and intervention.
- Collate and analyse data at least termly.
- Create strategies to enable pupils with exceptional needs to remain in the group setting.
- Develop and implement policies to ensure a whole school focus on positive behaviours.
- Work with key staff to ensure restorative strategies are implemented and all necessary plans including support to self-regulate (STSR) plans are in place, reviewed regularly and implemented effectively.
- Ensure that staff are TeamTeach trained and that all related procedures are implemented effectively.
- Develop and lead a parent network including training and personal development.

Multi-agency working

- Be the key contact for all professional agencies regarding pupils and staff, ensuring that communication is effective and professional.
- Attend all necessary training to be able to positively contribute effectively to multi-disciplinary meetings.
- Attend and promote specific working groups, for example, DSL network.
- Work with key internal colleagues to ensure that school liaison meetings are consistently effective and clearly documented in securing and sustaining joint responsibility for each pupil.

Line management/staffing

- Line manage support staff, as required.
- Organise all cover of support staff, as required.

Health and Safety

- Act as the Health and Safety (H&S) lead for Engage Academy.
- Work with H&S leads throughout the Trust to ensure Engage Academy is compliant with all statutory and non-statutory procedures, and support the implementation of new procedures.
- Work with central functions to ensure the building is compliant with all H&S requirements and work with key colleagues to ensure that training is implemented including fire safety management and lockdown procedures.
- Support in the population of H&S incident reports and champion the need for staff and pupil H&S incidents to be recorded and reported.
- Support colleagues to undertake risk assessments for onsite activities and external visits.
- Strategically lead and evaluate whole school initiatives in parental engagement to demonstrate significant and sustained improvements across all groups.
- Establish a working party of staff across all areas of school focusing on improving family engagement through a number of planned events following a period of consultation.

General

- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the Head Teacher from time to time, in consultation with the post holder.
- Carry out your duties with due regard to current and future academy policies, procedures and relevant legislation. These will be drawn to your

attention in your appointment letter, induction and on-going performance development and through academy communications.

- As part of your wider duties and responsibilities you are required to promote and actively support the Councils' responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is about everyone who may be vulnerable, including staff.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Equality and Diversity Statement

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its pupils, employees and visitors.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Employees are required to undertake appropriate safeguarding and other checks which may include:

- Evidence of entitlement to work in the U.K.;
- Evidence of essential qualifications;
- Two satisfactory references;
- Formal interview process including tasks;
- Confirmation of medical fitness for employment;
- Registration with appropriate bodies (where applicable);
- Evidence of a satisfactory safeguarding enhanced Disclosure and Barring checks.

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- (i) Focus on the requirements to carry out the duties of the job, as described;
- (ii) Explore issues relating to the safeguarding and promoting the welfare of children, including:
 - Motivation to work with children and young people;
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - Emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Prevent Statement

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Application Details

Applicants for this post are asked to:

1. Complete the Trust application, equality and diversity forms;
2. Include a supporting statement as part of your application or in a supporting letter of application if you consider it useful.

The closing date for the role is: Wednesday 8th July 2020, 12 noon.

Please send completed applications as soon as possible to recruitment@eat.uk.com

If you require further information about the role or an informal chat, please contact Alison Ward (Head Teacher at Engage Academy) on 01924 476449 or you can visit the Trust website: <http://www.eat.uk.com>

We also welcome visits from potential candidates before applying. **Please contact Alison Ward to arrange this.**

If you apply and are unsuccessful in being called to interview, thank you in advance for your time in making this application. Due to time constraints, it may not be possible to respond to everyone individually.

Person Specification

Inclusion Manager (Grade 13)

Key Criteria	Essential	Desirable	Identified
Knowledge, Education and Training	<p>1.1. Hold a relevant degree with Maths and English to GCSE level or equivalent.</p> <p>1.2. Have evidence of recent, relevant CPD to fulfil the requirements of the role.</p> <p>1.3. Knowledge of equality of opportunity issues and how they can be addressed in schools.</p> <p>1.4. Thorough understanding of effective strategies for gaining and maintaining high standards of discipline at whole school level.</p> <p>1.5. Up-to-date understanding of child protection issues and procedures.</p> <p>1.6. Knowledge of special educational needs processes, DDA and other relevant guidance related to SEN and Inclusion.</p> <p>1.7. Detailed knowledge and understanding of exclusions legislation.</p>	<p>1.8 Evidence of post-graduate study.</p>	Application Form / Selection Process / Interview
Relevant Experience	<p>2.1. Experience of working with, planning and reviewing additional needs plans (including My Support Plans) to meet the needs of individual pupils with complex needs</p>	<p>2.5 Experience of working with primary aged pupils with SEMH needs.</p>	

	<p>either in mainstream or those under assessment.</p> <p>2.2. Experience of advising other staff in effective classroom practice and behaviour strategies.</p> <p>2.3. Proven ability to work on own initiative and lead teams.</p> <p>2.4. Effective staff management skills.</p>	1.6 Experience of delivering training to other staff and stakeholders.	Application Form / Selection Process / Interview
<i>Aptitudes, Skills and Competencies</i>	<p>3.1. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>3.2. Possess emotional resilience in working with pupils presenting challenging behaviours.</p> <p>3.3. Ability to take an active part in seeking out information and to create the framework for sharing information through the academies and with partners.</p> <p>3.4. Ability to build networks to maximise effectiveness and seek out opportunities for partnership working.</p> <p>3.5. Ability to provide regular feedback to the team and others, both positive and negative and create a culture where open, honest, transparent feedback is the norm, focussing at all times on securing the best possible outcomes for all pupils.</p> <p>3.6. Ability to devise, contribute to and implement long term strategies for the Trust.</p> <p>3.7. Enable and encourage others to understand the influences on academies and the reasons why improvements are being made.</p> <p>3.8. Evaluate with others the effectiveness of Engage Academy</p>		

	and Trust improvements and suggest actions required to take them forward.		
<i>Any additional factors</i>	<p>4.1 Act as a role model and represent the Trust both internally and externally.</p> <p>4.2 Have an understanding and commitment to working in line with legislation and Trust policies and procedures.</p> <p>4.3 Have a commitment to ongoing personal training and development.</p> <p>4.4 Hold a full driving licence with business insurance along with a willingness to transport pupils in own vehicle when necessary.</p> <p>4.5 Have a willingness to work outside of normal school hours on occasion.</p> <p>4.6 Have a willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and two yearly.</p> <p>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</p>		

We recognise and welcome our responsibility to remove any barriers found in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please inform us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.