



JOB DESCRIPTION

JOB TITLE: TLR2 - Inclusion Manager

JOB HOLDER:

LINE MANAGED BY: Headteacher

DATE:

JOB PURPOSE

To provide leadership and management for Inclusion across the whole school to secure high quality learning and teaching, the effective use of resources and improved standards in learning and achievement for all pupils.

To contribute effectively to the development of a positive ethos in which all children have access to a broad, balanced and relevant curriculum which contributes to their academic, physical and emotional development.

Aims

- To manage and take responsibility for the day to day provision made by the school for pupils with additional / vulnerable needs
- To manage and take responsibility for Looked after pupils and those with EAL needs.
- To ensure management, planning and review for Inclusion delivers the Every Child Matters agenda.
- To be a lead practitioner in effective teaching and learning for pupils with SEN
- To demonstrate a commitment to on-going professional development and training.
- Contribute to the school's equal opportunities protocols.
- Promote multi-cultural dimensions across all aspects of work.
- To ensure a high standard and continuity of education and care is in place, providing for the physical, social, emotional and intellectual development for all pupils with additional needs.
- To ensure annual action plans are in place and inclusion self review takes place regularly to enhance standards of achievement for pupils with additional needs.
- With the Headteacher and Governors be responsible for identifying the targets for accessibility provision in school.
- To contribute to the Workforce Reform Agenda.

Key Objectives, duties and tasks

- Establish good relationships, lead and encourage good working practices among colleagues.
- Support and challenge colleagues within the Performance Management framework.
- Lead through example, playing a key role in supporting, guiding and motivating staff to ensure the best possible outcomes and school experience for pupils with additional needs.

- Provide / organise CPD opportunities for staff as required
- In close liaison with the Senior Management Team, oversee all aspects of inclusion organisation and management, ensuring that statutory curriculum, assessment and reporting requirements are met.
- Prepare agendas and chair meetings, in order to ensure that school policies and practices are being delivered.
- Organise, collect and analyse assessment data. Evaluate pupils' progress, achievement and attainment and report to SLT / Governing Body. This should include appropriate reports that make year on year comparisons of performance.
- Monitor and review the coverage of IEP / IBP targets
- Monitor the standards of achievement.
- Liaise closely with staff to ensure continuity, transition and progression throughout all stages.
- To work with and support parent / careers of pupils with inclusion issues.
- To promote the inclusion of all children within the school's additional needs policy and guidance
- To liaise and seek support from other agencies where appropriate.
- To arrange annual reviews and others as necessary
- To manage a delegated budget to ensure appropriate resources to facilitate effective teaching and learning, whilst applying best value principles for all pupils.
- To prepare, monitor and evaluate a core curriculum area to ensure balance, continuity and progression to fulfil our pupils' needs and all statutory requirements.
- Such other duties commensurate with the position.

<p>SIGN OFF</p> <p>POST HOLDER: DATE:.....</p> <p>MANAGER: DATE:</p>
