DOROTHY STRINGER SCHOOL
EDUCATION FOR LIFE

JOB DESCRIPTION

JOB TITLE: **Inclusion Manager**

REPORTS TO: **Head of School Inclusion**

SECTION: **Secondary School**

PURPOSE OF JOB

To support and collaborate with the Head of School Inclusion to develop effective ways of overcoming barriers to learning and promoting effective teaching and learning for children with specific needs.

To deputise for the Head of School Inclusion as necessary and be responsible for key areas within the support department.

Principal accountabilities

1. To determine the strategic direction and development of inclusive provision within the school, in conjunction with the Head of School Inclusion.
2. To provide leadership, guidance, advice and management information on inclusion, behaviour and student support matters to the inclusion team.
3. To manage a caseload of students, working directly with them and their families. Developing and maintaining clear lines of communication whilst retaining high expectations.
4. To lead on inclusion and alterative provision student support, including managing support staff, recruitment, performance management and championing policies as and when adopted by the school.
5. To deputise when necessary for the Head of School Inclusion in representing the school with all external support agencies, to hold them to account to ensure the school has the support needed for students.
6. To develop, with the Head of School Inclusion, strategies that increase student participation in school and links with home.
7. Formulating and implementing strategic plans for student development in line with the School Development Plan as directed by the Head of School Inclusion. This includes managing the annual budget and preparing and presenting reports and proposals to the Governing Body, Business Governors, Headteacher and Senior Leadership Team.
8. To identify, apply for and act as point of contact with central and other agencies with regard to grant applications and additional funding in order to ensure available funding is secured for specific areas and caseloads. Applications are likely to be done annually

for each student who has inclusion support, with additional (whole school) applications. The applications will be on a case by case basis, and funding levels will depend on the need and availability of funding sources.

9. To ensure the high attendance of those students who are in need of additional support, through working with the families to identify barriers and then to provide adaptions and support in tailored plans.
10. To support in the line management of the inclusion team, ensuring continuous development and consistent application of best practice approaches to recruitment, appraisal, development and performance management. To lead the school's appraisal for staff in the team.
11. To have oversight of the WAVE System, ensuring that students are receiving the correct provision of support, through review and revision of plans.

Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

Diversity and inclusion accountabilities

Understand the council's diversity and inclusion aims and strategies.
Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.
Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.