

## Job Description Job Description

<b>Job Title:</b>	<b>Deputy Inclusion Manager</b>
<b>Contract:</b>	<b>37 hours per week, term time plus 5 days</b>
<b>Responsible to:</b>	<b>Deputy Head of School and Head of School</b>
<b>Responsible for:</b>	<b>The duties of an Inclusion Manager, to support and develop the emotional and educational welfare of Children in the GLC</b>

The Deputy Inclusion Manager will, in partnership with the Deputy Head of School, promote and manage inclusive and personalised learning, to ensure high quality education and support for all pupils.

### Areas of Key Accountability:

#### **A. Strategic direction and development of Inclusion**

- Carry out the GLC's (Gateway Learning Community) strategic view for inclusion and assessment of specific groups within the individual academies; building on current strengths and securing improvement;
- Work in partnership with children, parents/carers and to develop and strengthen pupil's participation in their learning (including attendance) and positive wellbeing;
- When required, to liaise with external agencies and providers e.g. social services, educational welfare officers and educational psychologists;
- To develop and manage systems and processes which enable pupils and staff to achieve effective learning;
- Ensure that the aims of the academy are met through the implementation of the policies of the GLC.

#### **B. Learning and Teaching**

- To support effective learning and teaching throughout the academy;
- To assist the implementation of the statutory requirements of the role in regard to the SEND Code of Practice, Equal Opportunities, Disability and Discrimination, Gifted and Talented etc;
- Support staff in identifying groups of children who may not be achieving their potential;
- Offer expertise in strategies to support children's learning;
- Deliver support across the academy that matches the individual needs of all pupils;
- Provide an effective learning environment through positive behaviour management;
- Ensure effective assessment, recording and reporting of pupils' progress;
- Evaluate pupil performance and set priorities for improvement;
- Lead of student leadership / school council;
- Proactive parent work;

#### **C. Managing Staff**

- Maximize the contribution of all inclusion advocates and teaching/support assistants towards improving the quality of education provided and the standards achieved;
- Manage the effective deployment of all teaching/support assistants;

- Create strong and purposeful working relationships amongst all members of the academy community;
- Take responsibility for leading, motivating, supporting, challenging and developing teaching/support assistants in order to secure improvement;
- Undertake specific responsibilities in relation to the continuing professional development of teaching/support assistants.

#### **D. Accountability**

- Assist in accounting for the efficiency and effectiveness of the teaching and non-teaching staff to governors and others, including pupils, parents, staff, outside agencies and the community;
- Take responsibility for specific aspects of self-evaluation and reporting e.g. to governors or to parents;
- Ensure that all statutory obligations in regard to the children are followed and adhered to;
- Carry out any other duties as may be reasonably requested by the CEO, Deputy CEO, Head of School and Deputy Head of School.

#### **General**

- To undertake any training commensurate with the post;
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace and equal opportunities policy,
- The GLC Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

#### **Notes**

- Duties will inevitably develop and change as the work of the academy changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions. The academy reserves this right. This job description will be supplemented on a regular basis by individual objectives as per the annual performance review derived from the School Development Plan.
- Where an applicant or existing employee is, or becomes disabled (as defined by the DDA) and informs the academy fully of their requirements, reasonable adjustments will be made to the job description, wherever possible after seeking appropriate professional advice.

#### **Signatures:**

**Line Manager:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PERSON SPECIFICATION INCLUSION MANAGER**

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working in specialist technical area, possibly in a school environment NVQ Level 3 or equivalent qualification
	Knowledge of relevant policies and procedures	Good knowledge of school procedures Working knowledge of relevant ICT systems
	Literacy	Ability to read and write detailed reports,
	Numeracy	Good numeracy skills
	Technology	Excellent knowledge of equipment and ICT packages to support learning in specialist area
<b>Communication</b>	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously
	Languages	Overcome communication barriers with children and adults Knowledge of technical terminology
	Negotiating	Ability to negotiate effectively with adults and children to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the GLC's behaviour management policy
	SEN	Detailed understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	Detailed understanding of the school curriculum in support of the role and advise and support others
	Child Development	Detailed understanding of how the role contributes to child development and be pro-active in putting forward ideas for improvement
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children Ability to liaise with suppliers and other agencies
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and adults
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills

		Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Excellent understanding of Health & Safety legislation and procedures relating to specialist area Ability to advise others
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance