



Ash Manor School

Aspire and Achieve



JOB PROFILE & PERSON SPECIFICATION

CONTRACTUAL DETAILS	
Post Title:	Inclusion Manager
Grade:	Surrey Pay Scale 9
Line managed by:	SLT on Inclusion
Line management of:	Inclusion mentor, ELSA, Therapist, oversight of MCR Pathways
ROLE PURPOSE	
<p><i>This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.</i></p> <ul style="list-style-type: none"> ❖ To provide support to students to ensure that they can fully access education in Ash Manor School ❖ To provide targeted social, emotional and mental health support to improve students' identified areas of need and enable them to access the curriculum effectively ❖ To work to support students, parents and staff to develop strategies to promote positive engagement in learning ❖ Comply with and assist with the development of issues relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 	
CORE ACCOUTABILITIES & ABILITY STATEMENTS	
<p>Measureable outcomes</p> <ul style="list-style-type: none"> ❖ Develop an effective working relationship with the support staff in the Bridge, members of the Senior Leadership Team, SENDCo, Heads of House, parents and carers ❖ Improvements in student progress as a consequence of interventions ❖ Records of intervention showing pre and post intervention data <p>Main responsibilities</p> <ul style="list-style-type: none"> ❖ To manage and lead the intervention strategies offered by the Bridge ❖ To liaise with outside agencies ❖ To act as a Deputy Designated Safeguarding Lead ❖ To support students' social skills at designated times ❖ To provide support to students returning from periods of absence ❖ To support the attendance processes in the school including working with families and home visits ❖ To be pro-active in identifying students, working alongside the SENDCo, Heads of House and tutors to ensure those students who need it most receive support ❖ To provide a weekly summary of internal and external support given to students 	

- ❖ To attend team, staff and student meetings as appropriate and directed
- ❖ To report progress made by students
- ❖ To record student interventions into SIMS
- ❖ To provide support for a student's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy and demonstrating high expectations of work and behaviour
- ❖ To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured
- ❖ To undertake any other duties as may be reasonably requested

Corporate & statutory initiatives – equalities/health & safety

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Participate in relevant meetings
- ❖ Participate in training

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

PERSON SPECIFICATION: Inclusion Mentor for Inclusion Centre

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> • Hold Grade 4 (or equivalent) in Maths and English at GCSE level • Show willingness to undertake appropriate CPD to fulfil the role 	<ul style="list-style-type: none"> • Hold or be willing to work towards ELSA/Counselling training qualification 	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of working with children who have a wide variety of educational and social needs • Experience of using Information Technology to support students • Ability to work independently and autonomously as well as within a team • Ability to lead a team 	<ul style="list-style-type: none"> • Has a basic knowledge of how schools are organised and managed • Experience in leading small groups in interventions 	Application form, letter and reference
Self-Management Skills and Abilities	<ul style="list-style-type: none"> • Ability to use language and other communication skills that students can understand and relate to • Ability to manage a group of colleagues with a clear focus on effective and measurable outcomes • Ability to establish positive relationships with students and empathise with their needs 	<ul style="list-style-type: none"> • Use of SIMS or equivalent 	Letter References Interview

	<ul style="list-style-type: none"> • Ability to demonstrate active listening skills • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to provide levels of individual attention, reassurance and help as appropriate to students, encouraging the student to succeed in education • Ability to offer feedback to students to reinforce self-esteem • Ability to work effectively and supportively as a member of the school team • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equality etc. 		
Personal	<ul style="list-style-type: none"> • Calm disposition • Tenacity in supporting others to achieve a positive outcome • Willing to accept the demands and challenges of the post and respond in a flexible manner • Excellent time-management and multi-tasking skills • Ability to work under pressure and to tight deadlines • Is committed, resilient, robust, resourceful, keen and enthusiastic • Can demonstrate fairness, honesty, integrity and confidentiality in existing practice and conduct as a professional • Can show positive commitment to organisational principles • Committed to safeguarding and promoting the welfare of students and Ash Manor School 		References Interview
Safeguarding	The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.		

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Signed by Headteacher: Date:

Signed by Pay Committee: Date: