



FOREST HILL SCHOOL

A SPECIALIST SCHOOL IN PERFORMING ARTS

Dacres Road Forest Hill London SE23 2XN

Roll 1360 : Boys 11-16, Mixed 16-19

Tel: 020 8699 9343 www.foresthill.lewisham.sch.uk

Inclusion Manager

Start ASAP / September 2018

Salary (pro rata): **Scale PO2** (subject to single status evaluation)

Spine point range 36 – 38 (£35,070-£36,912)

35 hours per week, Term Time Only (40 weeks per year)

At Forest Hill School, we challenge stereotypes about under-achieving boys. Are you up for the challenge?

We are seeking to appoint a highly motivated and experienced Inclusion Manager to be responsible for the day-to-day management of the inclusion team and Safeguarding and Child Protection cases under the direction of the Designated Safeguarding Lead. The post holder will also be responsible for overseeing the day to day operation of the Behaviour Points system and ensure that timely interventions are put in place for students in accordance with school policy.

We are an extremely inclusive and popular 11-19 boys school, with a mixed sixth form run in partnership with Sydenham Girls school and believe that every student should be given the support to aspire to and achieve excellence.

We would like to hear from you if you:

- Have experience in working in a school and excellent knowledge of SIMs, dealing with disclosures and making CP/ Early Help referrals where necessary
- Are a natural when it comes to customer care, articulate, good with people and always happy to help
- Can work independently but contribute to a strong team ethos
- Are able to work flexibly, solve problems and be proactive
- Have excellent interpersonal and communication skills
- Are able to promote positive attitudes by pupils and families towards education

As an Inclusion Manager you will be overseeing the work of: the Attendance and Welfare Officer, the Behaviour Manager, the Learning Mentor and the School Counsellor, working with them to promote good attendance, social inclusion and achievement across the school.

You will be required to:

- Provide effective, efficient and comprehensive services for the collection and collation of relevant accurate data for student records, staff records, academic data, examinations and assessment profiles
- Work with the Deputy Headteacher, Performance link, to plan and oversee whole school reporting at regular intervals
- Ensure that there is adequate cover for absent teaching staff, including liaison with Teacher Supply Agencies, to achieve 'best value' for long and short term cover
- Provide day-to-day management and supervision to the examinations' officer, providing oversight of the public and internal examinations throughout the year

What we can offer you:

- A highly supportive Headteacher and Senior Leadership Team
- Opportunities to make a significant contribution to our ongoing improvements
- Opportunities to further your professional development

Please visit our website at www.foresthill.lewisham.sch.uk to make direct on-line applications, which must be returned to vacancies@foresthillschool.co.uk **Note - we do not accept CVs.** Informal visits are welcome and should be arranged directly with the school via vacancies@foresthillschool.co.uk

Closing date for applications is **12 noon Monday 21st May** with interviews scheduled for **Thursday 24th May**. Please note that only shortlisted candidates will be notified.

Safeguarding statement

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.