

# FOREST HILL SCHOOL

## JOB DESCRIPTION

### Inclusion Manager

#### **Main Roles and Responsibilities:**

1. Under the direction of the Deputy Headteacher to take a leading role in managing the work of the Inclusion Team
2. To be responsible for planning, development, organization and monitoring of the day to day duties of the Inclusion Team ensuring efficient working of the team
3. To be the lead practitioner of the Inclusion Team assessing the needs of students who are experiencing difficulties and providing or signposting support to enable them to overcome barriers to learning both inside and outside of the school
4. Co-ordinate TAC (Team around the Child) and TAF (Team around the Family) meetings on behalf of the School in conjunction with the relevant outside agencies.
5. Work with the wider Pastoral Team to oversee the Behaviour Points system and identify students needing support with their behaviour & inclusion at school.
6. Work with the Behaviour manager to coordinate the dissemination of information regarding Behaviour Points/interventions across the school.
7. Plan implement and evaluate small group/individual and family level interventions for the identified students/groups.
8. Liaise with relevant staff especially the AWO, Behaviour manager, School Counsellor, Heads of House & SENCO to ensure the highest standards of care are provided for our most 'at risk' young people. To maintain professional knowledge and skills relating to the field of child Protection and Inclusion.
9. To direct team members to arrange of activities, courses and opportunities available as appropriate, ensuring that the appropriate training is given.
10. To organise and ensure the day to day CPD training needs of team members
11. To lead team members by directing the managing and prioritising of workload by including regular supervision meetings to discuss interventions with students
12. Review progress data on student cohort and identify those in need of short term group interventions devise and deliver the necessary short term interventions programmes
13. Lead team in development, delivery and evaluation of interventions with students
14. To ensure minutes of every meeting are taken and kept
15. To ensure the production of information sheets, review sheets, home visit record sheets are available and to ensure that they are updated and fit for purpose
16. To ensure that the team use the behaviour manager database to accurately records their work

17. To manage voluntary mentors and ensure training for their development of working with students both in and out of school are met in a holistic way.
18. To manage the teams student support timetable, including provision for staff absences
19. Meet with students, parents and staff in order to compile information for any necessary referrals.
20. Complete appropriate referral forms with parents and students to facilitate referrals.

## **Specific duties and responsibilities:**

### **Take a Lead on Co-ordinating Support for Student needs:**

1. Receive analyze and allocate new referrals to the appropriate member of the team.
2. Review caseloads on a regular basis and ensure that interventions with students follow agreed protocols.
3. To ensure that an action plan is drawn up and implemented for those students who are identified and in need of specific support and who would benefit from intervention.
4. To ensure that appropriate information is passed to the relevant members of staff within school so that they are kept informed regarding the students that they teach/support.
5. To ensure that supportive relationships are developed with the students needing support and ensure that the intervention is aimed at achieving the goals defined in the action plan.
6. To oversee the timetable for Home visits for self and members of the team and to ensure that all protocols are followed and that a regular contact is made with families/carers of students in need of extra support. Ensure that the family/carer is kept informed of the student's needs and their progress and to secure positive family support and involvement.
7. To be responsible for the maintenance of up to date records for each student including CP/CIN & CLA students/files and monitor individual student progress on an agreed basis
8. To manage and ensure that there are weekly team meetings, whereby students in their care are discussed and an analysis of their progress is made and that the information/a feedback on students is given to the respective Heads of House and their teachers.
9. To review and develop (together with the team and Deputy Headteacher) the support offer to students and share best practice
10. To develop close contact with local agencies to include Social and Youth Services, the Education Welfare Services, the Probation and Careers Service and out of school study support and business and charity/community services.

### **To Lead the Decision making around Student needs:**

1. Arrange and attend meetings at feeder schools, during transition periods, and to work closely with SENCO and Deputy Headteacher to ensure that students with special educational needs are supported where appropriate
2. To participate with teaching and pastoral staff in the comprehensive assessment of referred students entering or returning to school to identify those who need extra support to overcome barriers to learning inside and outside of school
3. To contribute to strategic decision making of student welfare at Inclusion Panel meetings and Head of House meetings to provide efficient communication to and from the team on the students discussed
4. To attend LA meetings as appropriate
5. To attend interviews, where necessary, for recruitment of new team members

**Accountability:-**

1. To ensure that data on interventions are kept, reported and are in line with protocols.
2. Manage and oversee and evaluate the work of the team.
3. Together with the Deputy Headteacher to be responsible for the performance management of team members.
4. To prepare and present reports to Governing bodies and outside agencies as requires

**Development**

1. Responsible for reviewing and the development of the interventions undertaken by the team.
2. To undertake any other duties commensurate with the level of the post, as required to ensure efficient and effective running of the Inclusion Dept.
3. To ensure implementation and promotion in employment and service delivery of the LA's and Schools' Equal Opportunities policies and statutory responsibilities.

**Lead on referrals to and liaison with Off Site/Alternative Provisions**

1. To act as the link between the school and off site provisions e.g. New woodlands, maintaining relationships with staff, pupils and parents. To make referrals, organise and attend meetings in relation to individuals and monitor their progress.
2. To liaise effectively with various external agencies e.g. Social Services, in order to facilitate additional support for pupils and their families whenever necessary.
3. To liaise effectively with school staff particularly Heads of House, to plan interventions and feedback from home visits or meetings with other agencies.
4. To attend the late Gate with SLT.
5. To communicate regularly with the Deputy Headteacher responsible for attendance in school, Pupil Attendance Admin Officer and other school based support staff e.g. Mentors, to avoid duplication.

**Transition**

1. Work with SENCO and Deputy Head Inclusion to support and manage the allocation of Students to classes and ensure that information is properly collated and communicated to appropriate colleagues
2. Lead and manage information sharing for vulnerable students on transition

## **Families**

1. To make unaccompanied visits to pupils and/or parents at their homes (if necessary outside normal working hours) to formulate strategies and plans with the objective of securing high attendance.
2. To use interviewing and assessment skills to gather information and take appropriate, creative action in the context of the school and the LEA's statutory obligations.
3. To plan and undertake task centered casework with children and their families to bring about improved school attendance. This will necessitate considering factors within and beyond the immediate educational environment.
4. To plan and deliver individual and group intervention strategies.
5. To make decisions under Child Protection Procedures with the Designated Teacher and in liaison with Headteachers and/or Child Protection Co-ordinators in accordance with the Borough guidelines and policy and Pan London guidance.
6. To maintain accurate, concise and comprehensive case records in a format that will be relevant in possible prosecution.
7. To facilitate effective links between families and schools, including setting up meetings in schools, accompanying pupils to meetings and acting as advocate when appropriate.
8. To make decisions when working with families regarding such issues as - action to be taken by the LEA in respect of initiation of child protection procedures, commencement of legal processes, referrals to agencies including Social Care and Health, Health and Mental Health teams.

## **Child Protection**

### **In conjunction with the Designated Safeguarding Lead & Deputy Officer to carry out the following:**

1. Respond to all child protection referrals within the School and together with the DSL, decide how each referral is should be dealt with.
2. Respond to all child protection requests for information and invitations to meetings for students within the School, ensuring that meetings are attended and that high quality information is always provided on request in a timely and efficient manner.
3. Carry out child protection interviews to ascertain the level of risk when a young person is referred to the safeguarding team.
4. Ensure that safeguarding issues are identified and appropriate action is taken such as referral to the appropriate agencies e.g. Children's Social Care or Early Help
5. Communicate with parents regarding the safety & wellbeing of their child as appropriate.
6. Consider the need for additional support from a broad range of external agencies and complete the necessary documentation.

7. To ensure that vulnerable students are carefully monitored and tracked.
8. Attend Child protection/Child in Need/ case conferences and Child Protection/Child in Need meetings – this includes preparing written reports on academic progress and emotional well-being as well as contributing to the discussion and decisions regarding the young person's future and involvement of statutory agencies.
9. Communicate with the appropriate agencies if/when concerns regarding individual students arise

### **Students in care or looked after by the LA**

1. Take on the role of the school LAC Champion: attend and lead PEP meetings for the School's 'Looked after' young people and other associated meetings.
2. Work with Heads of House and social workers to make decisions regarding LAC Pupil Premium money and complete the required paperwork.
3. Regularly meet with and monitor the academic and personal progress of LAC students ensure that effective records are kept
4. Lead on the preparation of all documentation pertaining to LC students eg PEP reports, pupil premium tracking reports etc

### **Other Duties**

1. Produce a broad range of comprehensive reports for a variety of purposes and agencies and to collate and present statistical information for schools, governing bodies and service managers.
2. Promote and comply with the Authority's Equal Opportunities Policies in the opposition to and eradication of all forms of discrimination and ensure that the services provided are accessible to all users.
3. Always work within the bounds of confidentiality.
4. Participate in service and joint initiatives on attendance, including working with the Police.
5. Maintain a working knowledge of provision for specific groups of pupils such as those with special educational needs, and looked after children.
6. Attend Parents Evenings, Academic Review Days and any others relevant to the post as and when required.
7. Act as advocate, mediator and negotiator, sometimes in confrontational situations, maintaining communication with pupils, parents, the school and various agencies. This will include initiating and participating in meetings to discuss and create ways of resolving problems.
8. Be involved in and contribute to the professional development of the school through delivering relevant CPD and staff training.
9. Effectively manage time and workload.

10. Attend nominated training courses for professional development when necessary.
11. Be conversant with and use information technology to carry out the duties of the post.
12. Escort pupils when required, to and from school and other places where relevant.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager within the duties of the post and the competence of the post holder.

**Responsibilities as a member of staff:**

1. To ensure an appropriate individual response to whole school priorities
2. To support the personal and social development of students within the school
3. To engage actively in the Performance Management Review Process
4. To implement all school policies
5. To attend meetings as required
6. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, as appropriate