



ASPIRING TO EXCELLENCE TOGETHER



## FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)

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### Inclusion Manager

#### **Permanent / Full Time contract**

Start Date: September 2024

Salary Range: Scale PO2, point 31 – 33 (£42,855 – £44,862) pro rata

Actual salary approximately £37,022 - £38,756

Term Time Only (39 weeks), 35 hours per week

Monday – Friday, 8.00am to 4.00pm (one-hour unpaid lunch break)

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*“...This combination of academic achievement, strong pastoral care and wider personal development means that pupils are well prepared for the next steps in their education or training.”*

**Ofsted Report, January 2024**

**Forest Hill School** is a thriving and aspirational comprehensive school in south-east London, rated ‘Good’ by Ofsted in January 2024. We provide high-quality education to boys aged 11-18 and we are a community that is wholly reflective of this district of London, teaching pupils from all backgrounds and of all abilities. We also have a highly successful joint Sixth Form provision with Sydenham School for male and female students.

A broad and comprehensive curriculum is taught in modern facilities by dedicated teaching staff who are passionate about their subjects and are experts in educating and inspiring pupils to achieve excellence.

Are you passionate about supporting students and ensuring an inclusive learning environment? We are seeking an experienced and dedicated Inclusion Manager to lead our Inclusion Team. As the Inclusion Manager, you will play a crucial role in assessing the needs of students facing difficulties and providing or signposting appropriate support both within and outside the school.

#### **Main Responsibilities:**

- Lead the Inclusion Team, ensuring effective collaboration and support for pupils.
- Assess student needs and implement strategies to overcome barriers to learning.
- Line manage other members of the Inclusion Team, promoting efficient teamwork.

- Work closely with the Deputy Headteacher Inclusion and Behaviour to ensure fair and consistent implementation of the Behaviour policy.
- Be the Deputy Safeguarding Lead
- Maintain up-to-date records for each student, including those with Child Protection (CP), Children in Need (CIN), and Children Looked After (CLA) status.
- Attend weekly Inclusion panel meetings to discuss and review vulnerable students in each year group.
- Contribute to strategic decision-making regarding student welfare during Inclusion Panel and Head of House meetings.

**This role would suit someone who**

- Has relevant qualifications in education, social work or a related field
- Experience in a similar role, preferably within an educational setting
- Strong communication, organisational skills and problem-solving skills
- Knowledge of child protection procedures and legislation
- 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

**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

*“...The school makes sure that staff have access to high-quality training and development. This includes teachers new to the profession, who are very well supported.”*

**Ofsted Report, January 2024**

Please visit our website at <https://foresthill.lewisham.sch.uk/> to make direct online applications, which must be returned to [vacancies@foresthillschool.co.uk](mailto:vacancies@foresthillschool.co.uk)

**Note: we do not accept CVs and all applications must be submitted on the Lewisham Teachers Application Form which is available on the School Website.**

Informal visits are welcome and should be arranged with Lilly Gayle, HR Administrator – please contact the school on 020 8699 9343 or via email at [lilly.gayle@foresthillschool.co.uk](mailto:lilly.gayle@foresthillschool.co.uk).

Closing date for applications is **12 noon 24<sup>th</sup> June 2024** with interviews scheduled for the following week. Please note that only shortlisted candidates will be notified and that the interview process will include lesson observation.

**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.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure.

### **Equal Opportunities Statement**

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.