***The Rosewood School – www.trs.kent.sch.uk***

**Job Description: Inclusion Manager**

**Salary: KR8 Term Time only plus inset**

**The working hours: 08:00-16:00, Monday -Thursday, 3.30pm Friday**

**Location: Leybourne**

**The School**

The Rosewood school is a school for pupils who are struggling in their current school due to their physical or/and mental health need. Our vision is to combine education and health in transforming the futures of our young people. We have a growing pupil population and are seeking exceptional and inspiring individuals to join our committed team.

We are currently seeking to appoint an exceptional person to join our team at our school in Leybourne. You will be supporting pupils and teachers across the school by bringing out the best in our pupils, they absolutely want our teachers to understand their needs but also want to be around people that can inspire and motivate them to succeed.

For each and every person employed at The Rosewood School, we offer you excellent CPD, unwavering support from our senior leadership team and continual opportunities for you to succeed at your own personal and professional development.

**What we're looking for**

As a member of the Rosewood School staff you will be tasked with delivering an exceptional standard of support to our young people. This role represents an exciting opportunity to work as a member of a committed and highly innovative team.

**Safeguarding**

The Rosewood School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

**Key Accountabilities**

1. Take a lead role in the safeguarding of pupils in the Leybourne School cohort as a Deputy Designated Safeguarding Lead, who will attend various meetings in that role.
2. To proactively engage with schools, parents, and other stakeholders in maximising the education outcomes offered to pupils by The Rosewood School.
3. To help overcome any barriers to ensure pupils can successfully access their learning.
4. To establish supportive, caring and secure relationships with students that encourage engagement and motivation.
5. To support in all aspects of the pastoral care of the students, upholding the schools values and contributing to a community where students aspire to achieve to the best of their ability.
6. To monitor, promote and ensure maximum attendance to lessons and school, and challenge non-attendance in line with school policy.
7. To act as a role model and set high expectations of conduct to ensure good behaviour of the students is maintained.
8. To facilitate the reintegration of pupils to their home schools or onward pathway.
9. Engage with SEND processes, in liaison with the school SENCO (e.g., completion of EHCP applications).
10. To oversee referrals to external agencies (e.g., Social Services/Early Help).
11. To be a key point of contact and communication for all stakeholders.
12. To be a crucial point of contact between home and school, maintaining high quality communication with the families of the students you support.
13. To attend school training and CPD as required, enhancing knowledge and skills to support students.
14. Contribute to and promote, without prejudice, the agreed policies of the school.

**Generic Responsibilities**

1. Engage in safeguarding processes fully and without delay, per school policy.
2. Take reasonable steps to ensure the wellbeing of pupils, parents, and staff.
3. Participate in staff meetings.
4. Support SLT in promoting the culture of the school to all parties.
5. Promote equality, dignity, and respect.
6. Commit to high professional standards.
7. Manage the health & safety of yourself and others.
8. Support, promote, and positively publicise the school.
9. Work collaboratively with staff at The Rosewood School and other professionals.
10. To complete any reasonable request by your line manager.
11. Embody our core values: **Confidence, Acceptance, and Perseverance.**

**Person Specification**

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|   | **Criteria**  |
| **Qualifications**   | **Essential**Good basic education with competency in Literacy and Numeracy.Evidence of Continuous Professional Development. A willingness to undertake further training.Good understanding and experience of using of Microsoft package – excel, word ,outlook |
| **Experience, Skills and Abilities**    | **Essential**Previous experience in a similar roleAbility to be flexible and adaptable Ability to keep accurate records and work to deadlines.Ability to empathise with the needs of vulnerable pupilsTo have exceptional communication skills**Desirable**Experience of working with multi-agency professionals and ability to work well in a multi-agency settingAbility to contribute to team decisions regarding policies within the school |
| **Knowledge  & Behaviours** | **Essential**A working knowledge of mainstream educationTo be able to deal with problem solving issues effectively and efficiently**Desirable**To have excellent organisational ,planning ,time management and IT skills |
| **Personal Attributes**  | **Essential**Understands and adhere to all requirements pertaining to confidentiality and discretion Works well under pressure and able to prioritise as necessaryTeam Player Be passionate about working with young people and wanting the best outcomes for them |