****

**Fulston Manor Academies Trust**

**post: Inclusion Manager**

**Reports to: Deputy Headteacher (SENCO)**

**Responsible to: Deputy Headteacher (SENCO)**

**Hours: 37 HOURS per WEEK**

**------------------------------------------------------------------------------------------------------**

**Details of the Post:**

**Job Purpose:**

To oversee the day to day operation of the SEND team and application of the SEND policies and procedures within the school with the aim of raising achievement of pupils with Special Educational Needs and Disabilities (SEND).

To assist in managing the provision offered to Vulnerable Groups; including Pupil Premium and High Ability Students.

**Role Responsibilities:**

**General**

To assist the SENCO in leading the provision for SEND across the school.

To support the provision of SEND, including the allocation of support time and the writing of Pupil Passports.

To oversee he day to day operation of the SEND team, including intervention coordination.

To liaise with relevant outside agencies to ensure that individual students SEND needs are met effectively and that the requirements of Education Health Care Plans are met fully. Including KCC and STLS.

Ensuring that accurate and detailed records are kept of meeting and discussions with parents and outside agencies.

Work in partnership with colleagues involved in the education process and liaise with external professionals including taking the initiative to establish links where necessary and, under the direction of the SENCO, to liaise with and inform parents/carers about the specifics of SEND Provision for their child.

Ensuring that staff are kept informed of students’ SEND and advising on areas to develop and support.

Working with the SENCO and other staff to ensure that student profiles are used to set subject-specific targets and match work well to students’ needs.

Select and prepare appropriate resources to lead learning activities and supporting the Deputy Headteacher Pastoral in reviewing current intervention provision and its impact.

Completion and renewal of Higher Needs Funding Bids in consultation with the Deputy Headteacher (SENCO)

Attendance at parents’ evenings through the academic year to provide support and advise where necessary in relation to SEND provision.

To deputise for the SENCO in matters relating to SEND.

**Data**

Support and assist school Data Manager with providing data for the tracking and monitoring of Pupil Premium (PP) & Student with Special Education Needs & Disabilities (SEND) / Analysis of Data, to recognise patterns and trends/ Tracking of Pupil Premium and SEND intervention strategies, behaviour for learning, Progress 8 Scores.

Creation of Case Studies, to demonstrate student progress and the impact of intervention and Quality First Teaching (QFT) strategies for PP & SEND students.

Using data effectively to identify students who are seriously underachieving and where necessary creating and implementing effective action plans to support those students.

To monitor the progress of students with SEND and advise the SENCO.

**Administration**

Attend Annual Review (AR) Meetings and update AR Paperwork as appropriate.

Ownership of the evaluation and reporting tools in Edukey. Track costings of interventions/ input and output data/ evaluation of the impact of interventions on student progress / Creating classroom targets for K and E students in Edukey which link to ClassCharts to enable staff to teach SEND students more effectively.

SEND Register – To manage and update for ‘E’ Students (all key stages) Update the AEN Column in SIMS Update the Pupil Premium Indicator in SIMS.

Provide administrative support, in the formulation of support resources and other documentation for both staff and PP and SEND students; Coordinating, creating and collating of SV questionnaires.

Manage the distribution and return of laptops used by students on a day-to-day basis.

Any other duties as might reasonably be required in the course of fulfilling the role; as directed by the Deputy Headteacher (SENCO).