



St. Michael in the Hamlet Primary School



S.M.I.T.H

Safe, Motivational, Inclusive, a Team and Happy

Inclusion Manager – Full Time, Permanent

St. Michael in the Hamlet Primary School

Salary: Leadership Scale 1–5 (to be negotiated)

Full Time | Permanent | 0.4 Teaching Responsibility

The Governors of St. Michael in the Hamlet Primary School are seeking to appoint an inspirational, committed and experienced Inclusion Manager to join our leadership team. This is an exciting opportunity for an experienced education professional to take a strategic lead in ensuring that all children are included, supported and able to achieve their full potential.

The successful candidate will have responsibility for leading our school's provision for pupils with Special Educational Needs and Disabilities (SEND) and will fulfil the role of Special Educational Needs Co-ordinator (SENCO). The postholder will also provide Key Stage/Phase Leadership and contribute to the wider strategic leadership and development of the school.

The role includes a 0.4 teaching responsibility, enabling the successful candidate to remain closely connected to classroom practice, pupils and staff, while making a significant whole-school contribution through their leadership responsibilities.

The role

As Inclusion Manager, you will:

- Lead and develop the school's SEND and inclusion provision, ensuring that pupils' individual needs are identified and effectively supported.
- Undertake the role of SENCO, working strategically with staff, families and external agencies to secure the best possible outcomes for pupils with SEND.
- Provide Key Stage/Phase Leadership, supporting high-quality teaching, learning and outcomes.
- Work as an active member of the school's safeguarding team, working closely with the DSL to promote a strong culture of safeguarding, identify and respond appropriately to concerns, contribute to safeguarding procedures and ensure that the welfare and safety of all pupils remains a shared priority.
- Lead on the effective implementation and review of EHCPs, SEND support plans and statutory processes.
- Work collaboratively with parents and carers and develop positive partnerships with external professionals and agencies.
- Support colleagues in developing inclusive classroom practice and effective strategies for meeting a wide range of additional needs.
- Use assessment, evidence and pupil progress information to identify barriers to learning and evaluate the impact of provision.
- Contribute to school improvement and the professional development of staff.
- Maintain a teaching commitment of 0.4, modelling effective and inclusive classroom practice.

We are looking for someone who:

- Holds Qualified Teacher Status and the National Award for SEN Co-ordination (NASENCO) (or equivalent SENCO award) – this qualification is essential for the post.
- Has substantial experience of working with pupils with SEND and a strong understanding of inclusive practice.
- Has experience of SENCO/SEND leadership and working with statutory processes, including EHCPs and Annual Reviews.
- Can demonstrate successful leadership that has improved outcomes and experiences for pupils.
- Has a strong understanding of effective teaching, learning and pedagogy.
- Is committed to safeguarding and can work confidently as part of a safeguarding team alongside the DSL.
- Has undertaken, or is committed to undertaking, relevant and recent CPD in preparation for the responsibilities of the role.
- Is able to develop strong relationships with children, families, staff and external agencies.
- Can inspire, challenge and support colleagues to develop inclusive practice.
- Is highly organised, resilient, solution-focused and able to manage competing priorities.
- Shares our commitment to ensuring that every child is safe, included, valued and able to succeed.

Why join us?

At St. Michael in the Hamlet Primary School, we are proud of our S.M.I.T.H. ethos – Safe, Motivational, Inclusive, a Team and Happy.

We are looking for an Inclusion Manager who will embrace this ethos and bring energy, expertise, compassion and ambition to the role.

This is an excellent opportunity for an experienced practitioner and leader who is passionate about SEND, inclusion, safeguarding and improving outcomes for children and who wants to make a genuine difference to the wider life of our school.

We offer the opportunity to work as part of a committed leadership team, with the scope to shape and develop inclusive practice across the school.

Recruitment timetable

Closing date: Thursday 15th October 2026 at 5:00pm

Shortlisting: Friday 16th October 2026

Observations & Interviews: Week commencing Monday 2nd November 2026

Candidates should ensure that their application clearly demonstrates how their experience, leadership skills and professional development meet the requirements outlined in the accompanying Job Description and Person Specification.

Recruitment Documents

Job Description: [Download Document](#)

Person Specification: [Download Document](#)

Application Form: [Download Document](#)

Equal Opportunities Monitoring: [Download Document](#)

Guidance for completing an application form: [Download Document](#)

Contact Details

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Contact Name: Mrs Sarah Ellison

Contact Telephone: 0151 727 3215

Contact e-mail: recruit@smhsch.co.uk

Visits to the school are warmly encouraged and recommended; please contact the school office to arrange a convenient time to visit.

The Governors of St. Michael in the Hamlet Primary School are committed to appointing an individual who shares our values and ambition for every child and who will make a positive contribution to our school community.