



St. Michael in the Hamlet Primary School



S.M.I.T.H

Safe, Motivational, Inclusive, a Team and Happy

JOB DESCRIPTION

INCLUSION MANAGER – SENCO & KEY STAGE PHASE LEAD

The successful candidate will be a working member of the school's safeguarding team

Contract	Full Time – Permanent
Teaching Commitment	0.4 FTE
Salary	Leadership Scale 1–5 (to be negotiated)
Responsible to	Headteacher

Job Purpose

To lead and coordinate SEND and inclusion across the school, ensuring that pupils with additional needs receive appropriate support and achieve the best possible outcomes. The postholder will also provide Key Stage/Phase leadership, contribute to school improvement and work closely with pupils, families, staff and external professionals.

Key Responsibilities

SEND & Inclusion

- Lead and coordinate SEND provision across the school.
- Ensure the school meets its responsibilities under the SEND Code of Practice and relevant legislation.
- Monitor and review provision for pupils with SEND, including EHCPs.
- Coordinate and chair EHCP Annual Reviews.
- Ensure appropriate records and documentation are maintained.
- Support staff to adapt teaching, learning and the curriculum to meet individual needs.
- Oversee the effective deployment of support staff.
- Monitor the impact of interventions and use assessment information to improve outcomes.

Teaching & Learning

- Teach for 0.4 FTE and maintain high standards of teaching and learning.
- Support colleagues with inclusive teaching strategies, curriculum adaptation and assessment.
- Promote high expectations and positive outcomes for all pupils.
- Support the development of effective practice across the school.

Key Stage/Phase Leadership

- Lead and support the identified Key Stage/Phase.
- Monitor pupil progress, attainment and provision.
- Work with colleagues to improve teaching, learning and outcomes.
- Contribute to school improvement priorities and wider leadership responsibilities.

Parents, Agencies & Pupil Support

- Build positive relationships with pupils and their families.
- Work closely with parents/carers to support pupil welfare, inclusion and achievement.
- Liaise with external agencies and professionals to secure appropriate support.
- Ensure pupil views are considered when planning and reviewing provision.

Safeguarding

- Work as a member of the school's safeguarding team.
- Follow school safeguarding and child protection procedures.
- Work closely with the DSL and wider safeguarding team.
- Promote the welfare and safety of all pupils.

Leadership & Professional Development

- Support, coach and develop colleagues in inclusive practice.
- Contribute to staff development and whole-school improvement.
- Work positively and collaboratively as part of the school's leadership team.
- Keep up to date with relevant SEND, safeguarding and educational developments.
- Contribute to the wider life and ethos of the school.

Professional Expectations

- Promote the school's ethos and values.
- Maintain high expectations for all pupils.
- Communicate effectively and sensitively with pupils, families and colleagues.
- Be organised, approachable and able to manage competing priorities.
- Handle confidential information professionally.
- Demonstrate resilience, flexibility and a positive approach.
- Work constructively with colleagues, providing both support and challenge where appropriate.

This job description should be read alongside the Inclusion Manager Person Specification and may be reviewed in response to the changing needs of the school.