



Inclusion Manger

Start date: A soon as possible

Contract type: Permanent 37 hours/Term time only

Salary: Point 19 – 22 £25,481 to £27,041 plus London Fringe (Pro rata)

King Harold Academy is a superb place to work. Our pupils are ambitious and keen to learn and our staff are highly motivated, collaborative and supportive. We are always evolving and have aspirations to become a beacon of excellence in the sector.

We are seeking a Inclusion Manager to support our Assistant Headteacher – SENDCo and Inclusion.

In addition to overseeing the annual review of students, the success candidate will have or be willing to work towards the Exam Access arrangements qualification and be responsible for assessing and completing the assessment part of the form 8's.

This role will see you working closely with the Assistant Headteacher – SENDCo and Inclusion on students transitioning from Primary to Secondary school and working with staff on behaviour and attendance with all students.

It is an exciting time to join King Harold. We are on a trajectory of exciting improvements and have a hugely determined community of students and teachers. Pupils' behaviour is excellent in lessons, allowing teachers the opportunity to deliver high quality lessons every day and drive exceptional achievement.

If you're interested in supporting a school and it's community that provides a transformative education for its students, then King Harold Academy is an exciting opportunity for you.

King Harold Academy also benefits from being part of the Kemnal Academies Trust (TKAT).

As an employee of TKAT you will benefit from:

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy;
- Opportunities to work flexibly, where possible;
- Our support for your wellbeing at work; and
- The rewards of working to improve the life chances of our pupils.

Application packs can be downloaded from our website www.kha-tkat.org. Completed application forms should be sent or emailed to Mrs Campbell at michaela.campbell@kha-tkat.org.

If you would like to arrange an informal conversation with the Headteacher prior to application, please contact Mrs Campbell.

Please note that CVs will not be accepted unless accompanied by a fully completed application form.



Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.

Closing date: 1st October 2021

Interviews: w/c 4th October 2021

Kings Harold Academy



Job Title	Inclusion Manager
Grade	
Reports to	Assistant Head Teacher – SeNDCo and Inclusion
Liaison with	Teachers, support staff, students, parents, primary schools, post-16 providers, TKAT staff, other relevant outside agencies
Job Purpose	To enforce the school's vision for learning through high expectations of behaviour and safety, including standards for discipline, attendance and punctuality
Duties	<ul style="list-style-type: none">• To oversee the Annual Review process, including arranging the reviews, collating all the relevant paperwork and submitting the paperwork to the LA within the statutory time frames• To have or work towards the Exam Access arrangements qualification and be responsible for assessing and completing the assessment part of the form 8's• To be responsible for the organisation of the exam access arrangements for all mock assessments and formal exams, working closely with the SENCo and exams officer• To support the SENCo and exams officer in assessing the students for additional needs upon entry to the school• To work with the SENCo and arrange PEP meetings and complete any relevant paperwork as directed by the SENCo• To support the SENCo with the year 6/7 transition, attending meetings and helping with the collation of data as directed by the SENCo• Liaise with SEN external agencies• Organise the induction of EAL students• Encourage and motivate students' involvement in critical events (e.g. induction, organisation of charity events, sports' day, activities week, awards evenings, interviews, work experience)• Support the organisation of educational activities• Support occasional out-of-hours extra-curricular activities and events• Contribute to break and lunch time supervision• Take part in the on-call system• Contribute to the supervision of the Isolation Room• Contribute to the mentoring of underperforming students• Occasionally, cover lessons for absent teachers• Liaise with outside agencies as the need arises• Promote regular attendance and punctuality, actively dealing with both• Assist with the overview of the students' behaviour (including uniform and equipment)• Be present at assemblies, occasionally delivering them• Cover emergency duties



General	<ul style="list-style-type: none">• Participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager• Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace• Ensure all duties and services provided are in accordance with the academy's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade
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