

Rutlish School



Inclusion Support Manager

Job Information Pack

Deadline: 9am on Tuesday, 9th December 2025

Job Description



Post:	Inclusion Support Manager
Grade:	ME11
Responsible to:	Senior Leadership Team
Responsible for:	Learning Mentors, Administrator and Medical Needs Coordinator
Contract:	35hours per week x 39weeks per year (term time only)

Main Purpose

Lead the Inclusion Support team, including the support for young people from external agencies and internal provision. This role will include working with consist of:

- Students who are open to social care
- Students who are Looked After or Post Looked After
- Students without an EHCP who are considered to have SEMH SEND
- Students that the school identifies as needing support for SEMH

General Duties

- To contribute to the overall ethos of the school
- To implement whole school policies including Safeguarding
- To be highly competent and cognisant in the implementation of Keeping Children Safe in Education, Working Together to Safeguard Children and other relevant statutory and non-statutory policies
- To contribute to departmental and whole school development
- To undertake whole school duties
- To participate in the Appraisal system
- To be prepared to undertake continuing professional development

Specific Responsibilities

Safeguarding

- To be the Deputy Designated Safeguarding Lead and attend all safeguarding meetings
- To deal with Safeguarding incidents along with the DSL and other DDSL and ADSLs
- To be the school lead professional for Child Protection plans, Child in Need plans, Strategy Meetings; manage and review these cases and work effectively with the Local Authority and external agencies that work with young people
- To liaise with schools and post 16-18 settings on issues relating to admissions and the transfer of Safeguarding information
- To organise and have overview of the school CPOMS system
- To organise the in school mental health provision and contribute to triaging referrals.

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Leadership and Management

- To manage the Inclusion Support area, including ensuring effective use of the space for students who require support as well as external agencies
- To line manage the Inclusion Mentors and Medical Needs Coordinator
- To update the Pastoral Indicator Levels (PI) to ensure that staff have awareness of vulnerable children
- To liaise effectively with teaching staff outside of the Inclusion Support area to ensure effective strategies are implemented that support students, including liaison with and referral to, external agencies
- To participate in the recruitment of Inclusion Support staff and to induct them in to their roles
- To ensure the department is represented at relevant school meetings
- To organise departmental meetings and attend staff meetings as appropriate
- To manage the department budget and physical resources
- To write and review safeguarding risk assessments.
- To hold regular meetings with SEN leaders to appropriately identify and secure support for identified students.

Behaviour and Attendance

- To support students who have an Alternative Learning Provision, both in school and external, along with SLT (e.g. completing monitoring visits, providing updates as requested)
- To be responsible for the management of the school detention lists, alongside the Administrator
- To evaluate behaviour data and use this to inform student support packages and target setting
- To meet fortnightly with Heads of Year, the SENDCo and the Education Welfare Officer to ensure that appropriate programmes of support are in place for identified students
- To support the reintegration process for all excluded students
- To have oversight of the production and management of all Inclusion Support programmes, including reintegration packages, internal suspensions and time out
- To meet with parents and outside agencies of identified students on a regular basis
- To undertake home visits where appropriate following liaison with relevant staff and SLT

Person Specification



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Qualifications

Suitable recent experience of working with students with additional needs, barriers to learning or who are vulnerable would be an advantage

Experience

- Up to date involvement in, and understanding and knowledge of Keeping Children Safe in Education, Working Together to Safeguard Children, Child Protection and Social Inclusion
- Have up to date safeguarding training
- Have mental health or trauma-informed practice training
- Up to date involvement in, understanding and knowledge of SEND
- To have a working knowledge of other relevant statutory and non-statutory policies linked to this role
- A proven record of working with students or young people
- Experience of strategies to raise individual student standards

Key Skills

- Ability to meet the needs of all students
- Ability to create a positive, calm and safe environment
- Ability to support initiatives with successful outcomes
- Ability to support the planning and implementation of quality assurance activities to raise standards
- Ability to lead effective meetings
- Ability to communicate effectively both verbally and in writing to a variety of stakeholders
- Knowledge of developing and maintaining effective computerised and manual information systems

Personal Qualities

- Good communication skills
- Ability to work well under pressure and to respond quickly and appropriately to situations which may arise
- Confident, positive and forward thinking
- A real commitment to raising the achievement of students
- Ability to motivate students
- A professional approach to all matters
- Have a personal commitment to safeguarding and promoting the welfare of children and young people
- Be flexible and adaptable
- Have a relationship-led approach

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