



# Education Inclusion Manager

Scale point: Grade 10 | Based in Windsor and Maidenhead | Permanent | Full time

## About the service

This position has been created within the department of Inclusion/Education of RBWM to ensure that the inclusive education with RBWM is embedded within our schools to ensure all children have equal opportunity to thrive, grow and develop. The Education Inclusion Manager will report to the Head of Education and have responsibility to manage the Area SENCO Coordinator, Inclusion & Access Officer and the Behavior Support Manager.

The position is based within the Town Hall of Windsor and Maidenhead and the role will involve working with several stakeholders including schools, early years settings and external partners such as health professionals. To promote the services vision to ensure the Inclusion Charter and Schools Leadership of Inclusion is embedded within all our schools.

## About the role

The Inclusion Manager will be responsible to deliver high quality inclusive educational practice across Mainstream, Special and Alternative Provision schools in RBWM to ensure that RBWM is able to meet its responsibilities for providing education and support services to those who are on the edge of education.

Through strategic management, the Inclusion Manager will be a key member of the Borough's Education Service and to make an effective contribution to the planning, implementation and continuous monitoring of the service's key strategic priorities and objectives for raising the achievement of all children and young people ensuring that these services are "fit for purpose" and financially viable.

The Inclusion manager will undertake effective line management duties as required, ensuring high standards of performance management in line with AfC policies and articulate and communicate a vision for inclusion within school improvement.

# About you: our role specification

## Qualifications

- Educated to a degree level with a relevant professional qualification.

## Skills and experience

- Experience in leading a team, undertaking line management, performance management and change management.
- Knowledge of relevant theory that informs practice delivery within education.
- Experience of building strong partnerships, maintaining relationships and co-producing solutions to challenges across a diverse set of stakeholders, including children, young people and their families. Advocating the voices of those we are working with.
- Proven ability to effectively use data, intelligence and evidence to create meaningful insight and to inform own decision making.
- Experience of keeping and maintaining records (in accordance with local policy) and producing accurate reports, presentations, written updates to a range of stakeholders (which may include families, children or young people).
- Knowledge of statutory legislation (for example Children's Act) and national policy drivers that will affect children's services and your role (in this role it will include knowledge of and understanding of the KS2 and KS3 national curriculum).
- Understanding of Inclusive education agenda.
- A proven track record as a successful strategic leader within the public sector, with direct experience of leading the commissioning of services for children and families.
- Experience of addressing specific equality or diversity issues within your practice with colleagues/service users and taking action to solve them.

## Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, value, respect) to support children and young people to live safe, happy, healthy and successful lives.
- Able to use a range of digital hardware or software to support your work effectively i.e. microsoft or Google software.
- Strong organisational abilities including time management, creative-thinking, problem-solving and multitasking.
- Able to work flexibly and independently with limited management oversight.
- Personal determination, drive, energy and ambition to achieve challenging objectives, celebrate success and deliver excellent outcomes for children using a strength-based approach.
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families.
- Good communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.

*The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.*

Version\_0.2\_February 2021