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|  | **JOB DESCRIPTION** |
| **1) Post details** |  |
| Directorate: Learning, Inclusion and Skills | Grade: Soulbury Level 15-18 £59,700- £63,780 |
| Service: Quality, Standards and Performance |  |
| Team: Behaviour and Inclusion |  |
| Job Title: **In-Year Fair Access and Inclusions Manager** | |

**2) Purpose of Post**

* To deliver value for money for the people of Derby through the effective design and delivery of the service.
* To ensure that customer needs are reflected in services and service plans to secure improved outcomes for stakeholders.
* To contribute to the achievement of corporate objectives through effective leadership and management.

**3) Core Work Areas**

* To be ambitious for Derby, placing customers at the centre of the operation of the Service and anticipating customer needs and expectations.
* To support the establishment of a culture that delivers results through continual improvement and organisational development.
* To foster a positive climate for partnership working and where appropriate, commissioning, in order to learn and gain from the network of stakeholders in the private, public and voluntary sectors.
* To develop and build an excellent reputation for Derby and the City Council by:
* Acting corporately, ensuring that all action within the allocated service accords with Council policies and strategic priorities and relevant statutory and governance requirements
* Demonstrating community leadership throughout partnership building.

**4) Specific Responsibilities of the IYFA and Exclusions Manager**

* **IYFA**
* To have oversight of all in-Year Fair Access protocols, processes and activity
* To chair the Primary and Secondary Placement Panels
* To ensure that decisions agreed at these Panels are followed up and actioned
* To liaise with schools as appropriate to provide advice, support and challenge as appropriate
* To monitor and facilitate financial oversight and transfer of funding, ensuing effective use of council and schools’ resources
* To support any reviews of commissioning to ensure sufficiency and appropriateness of provision which meets the needs of the children and young people of Derby
* **Behaviour Strategy**
* To chair the behaviour strategy panels
* To support the development of the Derby Behaviour Strategy (Primary and Secondary) and any subsequent review.
* To ensure that agreed processes and procedures are aligned with IYFA arrangements
* **Health Needs and EBSNA and hospital school**
* To oversee any review of the local authority policy for pupils unable to attend school for health reasons
* To ensure arrangements for commissioned provision alight with the local Authority’s policy
* Chair Health Needs Panel
* **Management**
* To ensure that all legal duties connect to school and academy exclusions are adhered to
* To line manage the Exclusions and IYFA Advisor, Alternative Provision Coordinator ensuring an effective team approach to the areas of activity listed above
* To line manage any administrative assistant allocated to the team
* **Represent the local authority with external partnerships** including the Inclusion Strategy Group, Secondary and Primary strategy and associated groups. Representation at CRE tasking, Serious Violence, IPP (SEND), DSMHL (mental health), East Midlands Inclusion Leads
* **Oversee the quality assurance and commissioning of alternative providers** including Bridge Street School, Castle School and Derby Pride Academy
* **Oversight of movement between schools and Part-time Timetable**

**5) To work with other teams in the Quality Standards and Performance Service as a Professional Advocate for Children in Education (PACE)**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people
* To provide support and challenge to leaders in Derby Schools and academies to bring about improvements in provision for vulnerable children and young people
* To provide training to schools, academies and their governing bodies as required
* To attend PACE meeting, making contributions to the agendas as appropriate
* To identify and contribute to any training required for the QSP team as a whole
* To support any other reasonable request made by the Head of Service or the Director of Learning, Inclusion and Skills