**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Inclusion Manager | Inclusive Learning |
| **SALARY** | **BENEFITS** |
| Band 5 - £33,923 - £38,527 per annum,  relating to qualifications and experience | Local Government Pension Scheme  Annual Leave - 31 |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Director of Inclusion | Inclusive Learning Assistants |
| **KEY TASKS AND RESPONSIBILITIES** | |
| Provide high quality leadership and coordination within the Inclusive Learning Department for Apprentices and Adult learners with Special Educational Needs and Disabilities (SEND).  Implement and be responsible for specialist SEND guidance and procedures as required by the Director of Inclusion.  Represent the department/College at both internal and external events and meetings, including with local authorities as required.  Line manage Inclusive Learning Assistants and support the ongoing CPD calendar and quality agenda, particularly focusing on learners and Apprentices covered by the SEND Code of Practice statutory guidelines.  Hold regular meetings with Inclusive Learning staff and monitor performance.  Ensure that all funding streams are maximised, and that auditable evidence is in place to support claims relating to High Needs and liaise with relevant Managers regarding Adult Learning Support and ESFA funding and those utilising other forms of income such as learner loans etc.  Provide high quality leadership and coordination for Education Health and Care Plan (EHCP) implementation and review processes.  Assist the Director of Inclusion with strategic responsibilities around support provision i.e. SAR for HNF and Inclusive Learning, Data reports and budget requirements.  Carry out People Team responsibilities including performance monitoring meetings with Inclusive Learning staff members and ensure that probationary monitoring and performance enhancement reviews are undertaken with all line managed staff.  Be a member of the College Admissions and Support Advisory Panel and take all potential HNF and complex needs applications to the Panel and advise the Panel on ongoing support arrangements. | |
| **DUTIES** | |
| Be the key point of contact for local schools, special schools, FE Colleges, employers and external agencies regarding learners and Apprentices with learning difficulties and SEND. | |
| Be responsible for identifying, negotiating and acquiring High Needs Funding (HNF) for all eligible students and monitor this to ensure compliance with statutory guidance and funding regulations. | |
| To represent the College at Local Authority Funding and SEND Panel meetings as required. | |
| Be responsible and accountable for providing the specialist input required to complete the Local Authorities paperwork. | |
| Be responsible for ensuring that all Individual Learner Records (ILR) regulations are adhered to and carried out in liaison with the Director of Inclusion and MIS Team. | |
| Responsibility for ILA Walkthroughs and working with staff in the area to continuously improve the quality of the Inclusive Learning Service including contributing to planning and delivery of occasional CPD. | |
| Promote the use of Assistive Technology. | |
| Be responsible for an audit trail for all HNF students, ESFA funded students and Apprentices and those utilising other sources of income such as learner loans etc. | |
| Provide specialist input into the EHCP and into the Support Plans for SEND learners and Apprentices | |
| Be responsible for the assessment of learning support needs at the pre-application, application, interview, enrolment, induction and on programme. | |
| Work with staff in the curriculum areas to continuously improve the quality of the learning experience for SEND learners and Apprentices. | |
| Deal with enquiries from students/parents along with enquiries from teaching, support staff, employers and outside agencies on all matters relating to SEND. | |
| Coordinate the attendance at annual reviews following up any queries and requests for advice. | |
| Ensure all necessary paperwork is submitted to internal and external agencies to enable support for learners and Apprentices in a timely, responsive manner. | |
| Assist with internal and external audits for the service, including the SAR and effective contribution to meet strategic targets and policy. | |
| Ensure actions from the SAR quality improvement plan are shared with Inclusive Learning staff and the impact is closely monitored. | |
| Oversee taster visits/days for prospective students, parents and school groups for those with learning difficulties and disabilities. | |
| Oversee review meetings for students with EHCP’s and chair these meetings as required. | |
| Attend College Open Days, Transition Events and School events as required. | |
| Support teaching staff in writing Individual Risk Assessments and write and contribute to well-being plans for students and Apprentices with learning difficulties and disabilities. | |
| Undertake various duties related to Inclusive Learning provision as required by line manager and Senior Myerscough staff. | |

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| **DUTIES** |
| You will be a role model and promote the College values:   * **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community. * **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring. * **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact. * **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards and ensure that team members also work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Ability to manage a team (A/I)  Confidence to lead meetings/reviews regarding students with SEND (A/I)  Confidence to represent the College at external meetings and events (I) | Successful experience of supervising and managing staff and the ability to work with peers and line managers (A/I) |
| ***Attainments*** | |
| GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Level 2 qualification in Learning Support/SEND or equivalent (A)  Knowledge, experience and skills in Special Educational Needs and Disability provision (A/I)  Completion of a safeguarding qualification or willingness to work towards (A/I)  Knowledge of current legislative and funding changes impacting on SEND young people (A/I) | Excellent computer skills with an ability to use Microsoft products to a high standard (A)  To have received person-centred training (A/I) |
| ***Special Aptitudes*** | |
| Ability to communicate effectively with students of all abilities including those with learning difficulties or disabilities (A/I)  Ability to build good working relationships with academic and support staff (A/I)  Attention to detail (A/I)  Ability to meet deadlines and keep an organised schedule of processes – particularly regarding funding requirements (A/I)  Excellent communication, negotiation and presentation skills (A/I) | Experience of supporting young people with learning difficulties and disabilities (A/I)  An understanding of learning difficulties and disabilities in a school and post 16 setting (A/I)  To promote the use of Assistive Technology (A/I) |
| ***Interests*** | |
| A desire to promote inclusion of students with learning difficulties, disabilities or sensory impairments (A/I) | An advocate of student-centred learning (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I)  Enthusiasm, drive and passion to raise standards and maximise funding and provision (I)  A flexible approach and an ability to work to deadlines and changing priorities (I)  Ability to work independently (I) | An ability to support staff within the team and arrange cover for staff absence, if required (A) |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I)  To maintain confidentiality and observe GDPR guidelines (I) | To support the department by attending open events and weekend events throughout the year (I) |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)  Ability and willingness to work flexibly (I) | Possess a current driving licence or willing to travel as required by other means (A/I) |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Inclusion Manager | Inclusive Learning |
| **SALARY** | HOURS OF WORK |
| Band 5 - £33,923 - £38,527 per annum,  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Annual Leave – 31 days | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE)  Contribution rate %  Up to £17,800                     5.5%  £17,801 to £28,000          5.8%  £28,001 to £45,600 6.5%  £45,601 to £57,700 6.8%  £57,701 to £81,000 8.5%  £81,001 to £114,800 9.9%  £114,801 to £135,300 10.5%  £135,301 to £203,000 11.4%  £203,001 or more 12.5%  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |