



HOLLYDALE PRIMARY SCHOOL.

'Working together to be the best that we can be'

Inclusion Manager – Main Scale/UPS + SEN allowance

Part-time 3 days per week

1 Year Fixed Term Contract

We are an ever-improving school seeking an empathetic, highly organised **Inclusion Manager** to oversee the delivery of internal alternative provision and pastoral support. You will work closely with the Senior Leadership Team to remove barriers to learning, manage student behaviour, and champion the needs of our vulnerable learners.

we are dedicated to providing a supportive, high-achieving, and inclusive learning environment for all pupils. We believe that every child deserves the opportunity to succeed, regardless of their background or barriers to learning.

The successful candidate will:

- Have a clear understanding of the SEND Code of Practice. Be a skilled and experienced teacher with exemplary classroom practice.
- Have high expectations for pupils learning and set aspirational targets for SEND achievement.
- Effectively implement and manage Education Health Care Plans/Statements.
- Have understanding and experience of supporting the learning of pupils with the full range of abilities and needs and a strong track record in making an impact on their progress.
- Be committed to delivering high quality teaching and learning to raise attainment.
- Have excellent communication, organisation and interpersonal skills.
- Be able to lead, motivate and inspire others to achieve excellence.
- Be committed to working with pupils, staff, parents, Governors and the wider community.
- Be committed to safeguarding, promoting the welfare of children and promoting equal opportunities for all.

Key Responsibilities

- Lead and coordinate the day-to-day running of our Inclusion Centre.
- Supervise targeted intervention programmes for students with Social, Emotional, and Mental Health (SEMH) needs.

- Monitor attendance and behaviour data, identifying trends and intervening early to prevent exclusion.
- Collaborate with parents, carers, and external agencies to ensure holistic student support.

For an informal discussion about this post or to visit the school please contact Hollydale School on 020 7639 2562 or email admin@hollydaleprimary.co.uk.

Please download information pack and return completed applications to admin@hollydaleprimary.co.uk

Closing date for applications	12 th June 2026
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Please note: Hollydale Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Service check.