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## Your job

**Job Title: Team Manager – Pupil Inclusion**

**Service: Education**

**Grade: 10**

**Reporting to: Service Manager - Inclusion**

You will lead and manage the Pupil Inclusion Team, an experienced and passionate team with expertise in supporting young people of statutory school age to access education in Wigan. This role is central to ensuring that children and young people who are vulnerable to disengagement from education are identified, supported and safeguarded, and that Wigan Council meets its duties under education and safeguarding legislation.

You will provide strong, visible leadership for the Pupil Inclusion Team, ensuring high standards of practice, accountability and professional challenge.

You will use the data available across our school system to inform the support needs within Wigan and plan service delivery accordingly.

You will work positively with schools, pupils and parents, alongside partner agencies, to ensure that pupils access a rich and inclusive educational experience that enables them to thrive academically, socially and emotionally.

You will work closely with other team managers across education to strategically plan our response to inclusion. You will lead on aspects of Wigan strategy relating to your team's area of expertise.

You will lead on the evaluation and implementation of the Pupil Inclusion team plan providing the appropriate vision and leadership and ensuring all associated work is consistent with the Inclusion Service Plan as well as the Council's vision and priorities. You will be responsible for ensuring effective

and efficient use of your budget to support service delivery and maximise outcomes in line with strategic priorities.

You will be accountable for the leadership, management and development of the Pupil Inclusion team, ensuring that they are empowered, valued and motivated to meet the team's objectives and the council's statutory responsibilities.

You will represent the Department at local, regional and national levels, as requested by the Corporate Director, Children's Directorate or Service Manager - Inclusion. You will undertake duties as appropriate to the grading of the post as directed by the Service Manager - Inclusion.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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### **In this job you will:**

In the next 12 months, you will:

- Lead a review of the team's current processes and working practice in order to develop and refine the team plan.
- Lead on the development of policy and practice in line with educational legislative requirements and local priorities, whilst also contributing to corporate developments.
- Take responsibility for the efficient and effective distribution of resources across the service, to ensure quality and improved outcomes for Children, Young People and their families are achieved.
- Take financial responsibility for the effective and accurate management of the team budget including associated budget monitoring and reporting of performance.

On an ongoing basis you will:

- Provide leadership for the Pupil Inclusion team and deputise for the Service Manager – Inclusion, as required.
- Ensure that Wigan Council are compliant with statutory duties related to the team's areas of responsibility.

- Oversight of complex inclusion and access to education cases.
- Monitor and evaluate service impact using local, regional and national data and contribute to continuous improvement.
- Maintain quality assurance systems and contribute to service-wide evaluation.
- Seek to refine and strengthen participation and partnership working.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- Strong commitment to inclusion, equality and safeguarding.
- Qualification at degree level or equivalent experience or knowledge relevant to the role and evidence of your continuing professional development.
- Strong knowledge of education legislation and statutory guidance, particularly relating to access to a suitable education, attendance, school suspensions and permanent exclusion and the graduated approach to special educational needs and disability (SEND).
- Experience of managing complex caseloads where young people are not accessing a suitable education.
- Experience of providing challenge and support to schools to promote school improvement for vulnerable pupils, particularly concerning school attendance, suspensions, permanent exclusions, use of reduced timetables and/or alternative provision.
- Proven ability to make sound legal decisions around a Local Authority's duty under Section 19 of the Education Act 1996.
- Ability to devise systems to implement, monitor, evaluate and improve the activities of the team.
- Ability to manage/supervise and motivate others to achieve organisational goals.
- Ability to apply performance review and quality standards to the benefit of service delivery.
- Contribution to policy/strategic development within an LA.
- Strong organisational, analytical and problem-solving skills.
- Ability to set priorities for self and others and to manage time effectively.
- Ability to work to a high standard under pressure and manage competing pressures.
- Good written and oral communication skills to a wide range of audiences, including children, young people and their families, Headteachers, Governors and other partner agencies

- Ability to work in partnership, developing the trust, respect and cooperation of a wide range of partners, including schools and Health and Social Care colleagues.
- The willingness to be flexible and adaptable to achieve Children's Services goals.
- The ability to use ICT in accordance with the needs of the role.
- Current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”