

Poplars Farm Primary School

Together we aspire, learn and Aspire Learn and GROW

Candidate Information Pack - Inclusion Manager vacancy.

Welcome to Poplars Farm Primary School

Thank you for your interest in the role of **Inclusion Manager** at Poplars Farm Primary School.

Poplars Farm is a friendly, inclusive and outward-looking school where children are at the heart of every decision we make. We are proud to serve a diverse, vibrant community and to be recognised for our commitment to nurturing confident, happy and successful learners.

Our vision is to provide a **safe, creative and inspiring learning environment** where every pupil is valued as an individual. Through our **GROW** values, we encourage all learners to develop a love of learning, curiosity, empathy and a strong sense of personal and social responsibility at a local and global level.

We are seeking a highly experienced Inclusion Manager who shares our commitment to **equity, inclusion and exceptional support for all children**.

About the Role

Job Title: Inclusion Manager

Hours: 37 Hours (Term Time Only) + Additional Weeks (TBC)

Contract: Permanent – January 26 Start

Salary: S01 SCP 23–25 (£34,434 – £36,363 FTE)

This is a strategic and hands-on role for an individual with experience of supporting children with a wide range of needs — including SEND, SEMH, attendance barriers and pastoral challenges. The successful candidate will be an inspirational practitioner capable of leading inclusive practice across the school and working closely with families and external partners.

You will join a supportive team that believes strongly in professional growth, collaboration and child-centred practice.



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Job Description

Overall Purpose of the Role

To lead, coordinate and promote high-quality inclusion, SEND provision and pastoral support across the school.

As Attendance Lead, you will play a crucial role in promoting and improving pupil attendance across Poplars Farm Primary School, ensuring every child has the opportunity to achieve their full potential through regular school attendance.

To ensure every child receives the guidance, intervention and personalised support they need to thrive academically, socially and emotionally.

Key Responsibilities

Safeguarding & Attendance

- Support safeguarding processes and act upon concerns in line with school policy.
- Recognise that poor attendance may indicate safeguarding concerns and escalate appropriately
- Work closely with the Designated Safeguarding Lead when attendance issues may be linked to welfare concerns
- Pay close attention to every element of the school's work to make sure that the school is a place that pupils want to attend

Strategic Leadership

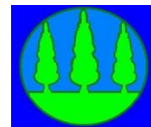
- Lead the development and implementation of policies relating to inclusion, SEND and pastoral support.
- Contribute to whole-school planning and improvement, ensuring inclusion is embedded across systems and practice.
- Monitor and evaluate intervention impact, reporting regularly to SLT and governors.

Monitoring and Analysis

- Monitor daily attendance patterns and identify pupils who are occasionally, persistently, or severely absent
- Maintain accurate attendance and admissions registers in line with statutory requirements
- Analyse attendance data to identify trends, patterns, and areas for improvement across different groups of pupils
- Produce regular reports on attendance for senior leadership and governors

Intervention and Support

- Work with parents, local authorities and other agencies to communicate expectations about attendance and improve it.
- Pay close attention to the needs of disadvantaged pupils, those with SEND, those who are known (or previously known) to children's social care, and those who may face other barriers to their learning and/or well-being.
- Implement early intervention strategies to address declining attendance before it becomes persistent
- Conduct home visits where appropriate to support families in improving attendance
- Act on absence or declines in attendance promptly.



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Policy and Procedures

- Ensure the school's attendance policy is implemented consistently and effectively
- Establish and maintain effective day-to-day processes to follow up on absences
- Oversee the school's response to unauthorised absences in line with statutory guidance
- Be aware of the school's children missing education procedures, recognising that children being absent from school, particularly repeatedly and/or for prolonged periods, can act as a vital warning sign of a range of safeguarding possibilities Keeping Children Safe in Education

Communication and Partnership Working

- Communicate expectations about attendance clearly, strongly and consistently to pupils.
- Build positive relationships with families to promote good attendance habits
- Liaise with the Educational Welfare Service and other external agencies
- Work collaboratively with class teachers, pastoral staff, and the senior leadership team
- Provide training and guidance to staff on attendance matters

Pupil Support & Progress

- Coordinate identification and assessment of pupils with SEND or additional needs.
- Oversee individual support plans, provision mapping and interventions.
- Ensure pupils receive high-quality, personalised support that removes barriers to learning.
- Advocate for the wellbeing, safety and progress of all pupils.

Staff Guidance & Development

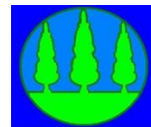
- Provide training, advice and modelling of best practice to teaching and support staff.
- Support teachers to implement effective differentiation and classroom strategies.
- Promote inclusive culture and consistent behaviour approaches across the school.

Families & External Agencies

- Build strong, supportive partnerships with families.
- Liaise with external professionals, coordinating meetings and multi-agency input.
- Contribute to referrals, assessments and reports as required.
- Work closely with attendance colleagues to support pupils with attendance challenges.

Administration & Compliance

- Maintain accurate, high-quality records relating to SEND, intervention and pupil support.
- Support statutory processes, including EHCP reviews and Local Authority communication.
- Prepare reports and documentation for a range of stakeholders.



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Person Specification

Essential Experience & Skills

- Significant experience in a school-based inclusion, SEND or pastoral role, attendance leadership
- Strong knowledge of SEND Code of Practice and inclusive approaches.
- Evidence of coordinating support for children with a range of needs.
- Ability to work collaboratively with staff, families and external agencies.
- Excellent communication, organisational and interpersonal skills.
- Ability to analyse pupil data and evaluate provision.
- Commitment to safeguarding, equity and child development.

Desirable Experience & Skills

- Relevant qualifications (e.g., SEND, inclusion, behaviour or pastoral training).
- Experience supporting EHCP processes or managing SEND provision.
- Experience delivering training or supporting staff development.
- Knowledge of restorative, trauma-informed or therapeutic approaches.

Personal Qualities

- Warm, approachable and child-focused.
- Positive, resilient and solution-driven.
- Reflective, collaborative and keen to learn.
- Passionate about inclusion and celebrating diversity.
- Committed to Poplars Farm's values and ethos.

How to Apply

Please complete the embedded application form within the Prospects advertisement.

We would encourage a visit to our school and meet our team.

A tour will be held on **Monday 8th December 2025 - 3:30pm**

To book a tour, or for any further questions, please contact **Mrs Tracey Simpson, School Business Manager:** tsimpson@poplarsfarm.bradford.sch.uk, or telephone **01274 307490**

Closing Date: Wednesday 10th December 2025 – 9:00am

Shortlisting: Wednesday 10th December 2025

Interviews: Monday 15th December 2025