

JOB DESCRIPTION

Job Title	Service Manager - Preventing Exclusion		
Directorate	Education		
Reporting to	Head of Education Leadership		
Grade	Soulbury A7-10		
Evaluation ref:		Job ref:	Family
Role purpose			
<p>To oversee the team responsible for exclusion prevention and to carry out the statutory duties of the LA linked to exclusions, including post exclusion activity. This role aims to promote inclusive education practices and ensure that all pupils have the opportunity to succeed in a supportive learning environment. The post holder will develop, implement, and monitor policies and procedures to prevent exclusions, working closely with school leaders, parents, and external agencies. They will analyse data to identify patterns of exclusion and implement targeted interventions to address underlying issues. The role holder will have a key role in defining the strategic approach to exclusion prevention for the area and to coordinate appropriate training and support to educational settings. This position requires strong leadership skills, excellent communication abilities, and a proactive approach to problem-solving. The role involves building strong relationships with stakeholders to promote positive behaviour and prevent exclusions, ensuring that all pupils receive the support they need to thrive.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Develop and implement policies and procedures to promote a positive culture of inclusion and equity within schools' inclusion preventing school exclusions and reducing suspensions. • Scrutinise and analyse exclusion/suspension data to identify trends of good practice and areas for improvement across areas and schools. • Lead and manage strategies and interventions to reduce exclusions. • Work with school leaders to develop and implement action plans to prevent exclusions. • To lead on the Fair Access Protocol and its effective implementation • To effectively deliver the LAs responsibilities for excluded pupils including the delivery of alternative provision, working closely with the PRUs and other providers, and to support reintegration into school. • Engage with parent carers as a key stakeholder group • Liaise with external agencies to ensure support for pupils at risk of exclusion/suspensions. • Ensure schools compliance with statutory requirements related to exclusions. 			

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- Work with other teams and agencies to ensure appropriate identification of need for those at risk of exclusion and those who have been excluded.
- Prepare and present reports on exclusion data and strategies to senior leadership and stakeholders.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding of exclusion legislation and statutory requirements.	x	
Knowledge of effective strategies and interventions to prevent exclusions.	x	
Familiarity with data analysis and reporting tools.		x
Understanding of safeguarding and child protection policies.	x	
Awareness of the challenges and barriers to inclusive education.	x	
Knowledge of local education authority structures and processes.		x
Experience		
Experience in managing exclusion prevention within an educational setting.	x	
Experience of managing effective change.	x	
Experience in developing and implementing policies and procedures to prevent exclusion.	x	
Experience in working with schools, parents, carers, and external agencies to address behaviour issues.	x	
Experience in analysing exclusion data and preparing reports.		x
Experience in conducting home visits and supporting families.		x
Experience in providing training and support to school staff.		x
Qualifications / Registrations / Certifications		
Degree in Education, Social Work, or a related field.		x
Training in safeguarding and child protection.	x	
Professional qualification in behaviour management or a related area.		x

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Certification in leadership and management.		x
Continuous professional development in inclusive education strategies.		x
Skills		
Excellent communication and interpersonal skills.	x	
Strong analytical and problem-solving skills.	x	
Ability to build and maintain effective relationships with stakeholders.	x	
Proficiency in using data analysis and reporting tools.	x	
Strong organisational and time management skills.	x	
Ability to work independently and as part of a team.	x	
Proactive and solution-focused approach.	x	
Ability to manage and motivate a team.	x	
Strong presentation and training skills.		x
High level of accuracy and attention to detail.	x	
Working Conditions		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position.		