

**St Martin's School**  
**Hanging Hill Lane**  
**Hutton**  
**Brentwood**  
**Essex CM13 2HG**  
**Tel: 01277 238300**  
NOR: 1866 including  
391 sixth form students



Headteacher: Ian Smyrk

# **SEND Inclusion Manager**

## **Required as soon as possible**

**37 hours per week, term time + 5 non-pupil days (39 working weeks per year)**

**Monday to Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm**

**LGS points range 19-24**

**Actual salary £24,446 to £27,230 per annum (prior to cost of living increase wef 01/04/2023)  
(including outer fringe allowance)**

We are looking for an enthusiastic SEND Inclusion Manager, who will be responsible for managing the HUB space and ensuring that students needs are being met in an environment which allows them opportunities to explore their feelings and emotions. They will be supporting with creating personalised pathways to meet the needs of students accessing the Hub. The Inclusion Manger will be responsible for ensuring students have work they can access, and will work with staff to re-integrate students back into class. They will work with parents and external agencies to ensure there is a collaborative approach in meeting the needs of individual students.

**We reserve the right to close this vacancy early upon appointment of a successful applicant.**

**Application forms are available via [www.TES.com](http://www.TES.com) or [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)**

**St Martin's School is an academy that forms part of the Discovery Educational Trust.**

**The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable**

**Closing date: Monday 17 April 2023 @ midday**

**Shortlisting: Monday 17 April 2023**

**Interviews: Monday 24 April 2023**

*St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.*