Central Collegiate Inclusion Manager

Reporting to:	Chair of Central Collegiate Sharing Panel
Start Date:	ASAP
Location:	Across the schools within the Central Collegiate with a base at Ark Boulton, Golden Hillock Road, Birmingham, B11 2QG There may be the opportunity to work from home during non-school-based days.
Contract:	
Working Pattern:	Annualised with some remote working
Salary:	Grade 11 (points 33-40 £44,075 – £51,357 per annum)
Closing Date:	**2nd November 2026**
Interview Date:	**Week beginning 9th November 2026**

About the role:

The Central Collegiate network of Schools for Birmingham is seeking a dedicated and proactive Central Collegiate Inclusion Manager to play a key role in promoting inclusion and supporting positive outcomes for children and young people across our schools. Working closely with school leaders, pastoral teams and the Central Sharing Panel, as well as the Local Authority, you will help ensure that vulnerable pupils at risk of exclusion, pupils on off-site direction and placements receive the support, guidance and opportunities they need to succeed in education.

This is a rewarding and varied role focused on supporting the most vulnerable pupils in the central network, coordinating and monitoring placements, supporting successful transitions, engaging with families, and using data to identify and respond to emerging concerns. You will be instrumental in helping schools make off-site directions successful, reduce exclusions, improve placement stability, and enable vulnerable pupils to remain engaged in learning, ensuring every child has the best chance to achieve their full potential.

Our values and ways of working mean a great deal to us across the Central Collegiate; openness, integrity, collegiality and a determination to support all children to be successful underpin all that we do, and so it is important that you champion our values and ways of working, as well as championing children.

About the Central Collegiate

We are a group of twelve secondaries, including three all-through schools with the core aim of working together to improve the life chances of all the learners across the central collegiate network. We work together as leaders to share best practice, and work collaboratively to provide an excellent education across each of our schools. Your employment will be through Ark Victoria Academy, as the Executive Principal is the Chair of the Collegiate.

Ark Boulton Academy

Ark St Albans Academy

Ark Victoria Academy

Bordesley Green Girls' School & Sixth Form

Holy Trinity Catholic School

Small Heath Leadership Academy

Starbank School

Eden Girls Leadership Academy

BOA Digital

Waverley

Waverley Studio College

Yardleys school

How to Apply:

Please submit your application online by visiting https://arkvictoria.org/jobs/vacancies.

Job Description

Job Purpose:

- To work with the Chair of the Central Collegiate sharing panel, Principals and SLT responsible for behaviour to ensure a transparent and fair approach in preventing and managing challenging behaviour across our Collegiate schools
- To work with the Sharing Panel Chair to oversee the Off-site direction (OSD) process through supporting the administration, placement and transition of the OSD student
- To work with school leaders to support them in preventative work, helping young people at risk of exclusion and working with the families of these young people
- To work with school leaders improving OSD success rates via placement stability, consistency of implementation and reintegration planning
- To use data to track/monitor children on OSDs and young people who are at risk of exclusion from Collegiate schools
- To analyse data and use evidence informed practice to ensure speedy intervention for children identified as most at risk of exclusions/at risk of failing OSD

- To work with students on placements and OSD/managed moves to other schools to ensure their success
- To adopt a variety of initiatives to ensure that parents and carers understand and are fully involved in the planned way forward for their child's education.
- To minimise the number of permanent exclusions in Collegiate schools

Key Responsibilities:

- To focus on supporting vulnerable young people at risk of exclusion, particularly those on OSD placement to ensure stability and inclusion through overseeing the placement and effective transition of all OSD students within the collegiate
- To ensure consistency of application of the Collegiate OSD protocols and agreed procedures
- To work with leaders across the Central Network to secure an appropriate school placement for any student out of school
- To provide guidance/support re: OSDs to new collegiate pastoral leaders as needed

- To provide OSD oversight by:
  - ensuring OSD protocols are adhered to
  - ensuring placement readiness discussions take place between home, home school, and host school
  - supporting the induction processes
  - engaging with parents/carers
  - providing a joined-up approach by tracking and coordinating placements
  - supporting schools with their outcome planning (e.g. reintegration, PEX, COBS)

- To provide placement monitoring in terms of:
  - tracking placement progress
  - monitoring attendance and engagement
  - identifying emerging concerns
  - supporting review processes
  - escalating concerns where appropriate
  - attending sharing panel meetings to support decision making

- To provide targeted intervention for:
  - pupils at risk of exclusion
  - pupils on OSD
  - placements presenting concern
  - reintegration difficulties
  - placement breakdown risks

- To provide the Central Collegiate and Central Sharing Panel with detailed reports of actions and outcomes, ensuring the tracking is kept up to date
- To promote and safeguard the welfare of children and young people across the Network
- To ensure all tasks are carried out with due regard to Health and Safety and in line with KCSIE
- To set an example of personal integrity and professionalism

Person Specification

Essential Criteria

- Experience in providing individual and group interventions to remove barriers to learning
- Previous experience in developing and delivering interventions in partnership with education/local authority/external agencies
- Evidence of excellent monitoring, record keeping and improved outcomes

Knowledge, Skills and Experience

- Knowledge of relevant attendance legislation
- Ability to work effectively with young people and families
- Awareness of healthy lifestyle issues relating to children and childhood development
- Mentoring/Coaching/Counselling Skills
- Skilled in working with external agencies
- Professional knowledge of child protection procedures and safeguarding vulnerable young people
- Positive attitude to change
- Ability to work independently and use own initiative
- Ability to communicate both verbally and in writing in an effective way with people from a variety of backgrounds and different ages
- Empathy and understanding of the emotional needs of children and adults
- Flexible, enthusiastic, innovative and self-confident
- Able to work as part of a team and to lead when required
- Approachable and a good listener
- Willingness to maintain confidentiality on all network matters

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Other

- Right to work in the UK
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.

Executive Principal Ark Victoria and Chair of the Central Collegiate Network of Principals



I am honoured and privileged to Chair the Central Collegiate Network of school Principals. Together we work to ensure that all pupils in our schools get access to the very best education. We work collaboratively within our network and with the local authority to share best practice and to seek innovative solutions to support our pupils.

We know that all children can and will achieve success and dedicated staff across our schools work hard to nurture, support and provide excellent provision, to make this a reality. We welcome and value the input of carers and parents; together, we work hard to help realise the dreams and ambitions of our children and their families.

Ms Ela McSorley, Executive Principal, Ark Victoria

Chair of the Central Collegiate Network Sharing Panel



It is a privilege to chair the Central Sharing Panel, working in partnership with schools across the Central Collegiate to oversee offsite directions, fair access, and the reintegration of permanently excluded pupils across the city. At the heart of our work is a shared belief that every young person deserves the opportunity to flourish in an educational setting that truly meets their needs.

I work closely with the Chair of the Central Collegiate and its Principals to ensure that every decision we make is fair, thoughtful, and firmly centred on the best interests of the child. Through this strong partnership, and our continued collaboration with the local authority, we are able to share expertise, plan strategically, and secure the right outcomes for some of the most vulnerable pupils in our city. We are united in the belief that every pupil can succeed, and that with the right support, a fresh start can lead to meaningful and lasting progress for our young people.

Ms Laura Ayling, Vice Principal, Ark Boulton

Safer Recruitment Procedure

We are committed to safeguarding and promoting the welfare of children and young people across our academies. In order to meet this responsibility, we will follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal

background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

If you have any queries, or would like more information on this role, please contact vichr@arkvictoria.org