



Inspiring Young People

Job Description

Post Title	Grade	Contract; Hours
Inclusion and Engagement Manager	Band 3	Permanent Full time
Responsible to	Responsible for	Salary
Head of Alternative Education	Team leaders	£40,500-£42,750

Context

Youth Connect South West was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

The **Alternative Education Programme** at Youth Connect South West offers dynamic and flexible programmes designed predominantly for young people with an Education, Health and Care Plan (EHCP) who are unable to access mainstream education. These programmes are delivered in partnership with Local Authorities and other education providers.

Creating opportunities with young people to



Purpose of Job

This leadership role will provide day-to-day operational oversight of YCSW's Alternative Provision (AP) and SEND education programmes, supporting the Head of Alternative Education and working closely with the Curriculum Manager.

You will take a leading role in managing, developing, and promoting inclusive education pathways, ensuring that students with SEND receive high-quality support, make meaningful progress, and are prepared for adulthood. The postholder will also act as Deputy Designated Safeguarding Lead (DDSL), with a particular focus on vulnerable and SEND learners.

Youth Connect South West Accountabilities and Responsibilities

1. Leadership and Programme Management

- Provide day-to-day operational management of AP and SEND education delivery alongside the Curriculum Manager.
- Support the development of inclusive education pathways that align with organisational goals and SEND best practice.
- Line manage, support, and performance-manage the SEND education support team.
- Lead innovation and improvement in AP and SEND provision, ensuring excellence and compliance with relevant legislation and guidance.
- Act as Deputy Designated Safeguarding Lead for all education programmes, ensuring student safety, wellbeing, and effective safeguarding practice.

2. Learner Support and Outcomes

- Ensure high-quality and appropriate support for all students across YCSW's Alternative Education and Support programmes.
- Oversee the assessment, planning, and delivery of 1-to-1 student support, ensuring individual needs are identified and met effectively.

- Ensure student progression is clearly tracked and aligned with EHCP outcomes and Preparation for Adulthood (PfA) goals.
- Monitor learner outcomes and destination data, ensuring progression into employment, further learning, or supported internships.

3. SEND Systems and Compliance

- This role is expected to act as SENCO as appropriate, depending on where the student is enrolled.
- Maintain compliant and up-to-date records related to EHCPs, SEND assessments, support plans, and reviews.
- Manage communication with families, Local Authorities, and external partners, ensuring transparency and timely updates.
- Provide professional guidance to staff on SEND and inclusive practice, ensuring interventions are evidence-based and reflect current legislation.
- Directly intervene when required to support complex or high-needs learners.

4. Student Voice and Personal Development

- Embed student voice in all aspects of programme planning and review, ensuring learners feel heard and empowered.
- Work with students and staff to build a non-judgemental, supportive environment that promotes engagement, confidence, and wellbeing.

5. Multi-Agency and Stakeholder Engagement

- Represent the organisation at multi-agency planning meetings and ensure YCSW is appropriately represented at all EHCP Annual Reviews.
- Support the education team to develop strong working relationships with parents/carers, supported living providers, colleges, and employers.

- Collaborate across Curriculum and Pastoral teams to design inclusive learning and employment pathways for SEND learners.

Key Deliverables

- Operational excellence across AP and SEND delivery.
- Measurable learner progress against EHCP and PfA outcomes.
- High standards of safeguarding and learner wellbeing.
- Strong SEND systems, documentation, and multi-agency engagement.
- Clear learner destinations and improved inclusion outcomes.

Relationships

The post-holder is expected to develop and maintain positive relationships with individuals and organisations in order to ensure that YCSW can collaborate with others to deliver effective and good quality work. In particular, the post-holder will need to have positive relationships with the following:

- **Internal** – young people, colleagues, managers,
- **External** – young people, parents/carers, a wide range of education and training providers, re-engagement providers, voluntary sector orgs and local authority teams

Responsibility for Staff and Resources

- Any resources related to the management of AP and SEND delivery and working with young people

Working Environment

The post is based in Bath and North East Somerset, across various sites. Home working can be agreed; it is expected that work will take place in other venues such as schools and in community setting. If permissible, work can take place in young people's homes.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development this will include training.

PERSON SPECIFICATION

Job Title: Inclusion and Engagement Manager

Date prepared: April 2026

Requirements	Essential	Desirable
<p>Qualifications and training</p>	<p>Relevant degree or equivalent qualification in education, SEND, youth work, or related field.</p> <p>Evidence of continuing professional development in SEND, inclusion, or safeguarding.</p> <p>Recognised safeguarding training (or willingness to undertake at DDSL level).</p>	
<p>Experience</p>	<p>Management or coordination experience in SEND, alternative provision, Youth Work or a related education setting.</p> <p>Direct experience of working with young people with EHCPs and complex needs.</p> <p>Track record of leading or contributing to EHCP planning, reviews, and delivery.</p> <p>Experience of line managing or supervising staff.</p> <p>Experience of working effectively</p>	<p>Acting as SENCO or Deputy SENCO in a previous role.</p> <p>Experience of monitoring learner outcomes and destination data.</p> <p>Previous experience in a charity, social enterprise, or not-for-profit.</p>

	<p>with parents/carers, schools, local authorities, and multi-agency teams.</p> <p>Experience of safeguarding in an education or youth support environment.</p>	
Knowledge	<p>Strong understanding of SEND Code of Practice and related legislation.</p> <p>Knowledge of EHCP processes, Preparation for Adulthood outcomes, and inclusive practice.</p> <p>Awareness of Ofsted's EIF (post-16) and its relevance to SEND learners.</p> <p>Understanding of safeguarding responsibilities and procedures, particularly for vulnerable learners.</p>	<p>Knowledge of regional education/employment pathways for SEND learners.</p> <p>Awareness of current national policy and funding context for AP and SEND provision.</p>
Other job information	<p>Ability to work flexibly to meet the demands of the service.</p> <p>Ability to work to agreed objectives and to plan time and workload according to priorities.</p> <p>Effective communication skills both orally and in writing.</p> <p>Good team working.</p> <p>Active listener who is curious.</p>	<p>Valid driving license.</p>

Youth Connect South West Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.

- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.