



Job Title	Manager II – Inclusive Education
Department/Institute	Inclusive Education Unit Student Experience
Reporting to	Deputy Director Inclusive Education Unit, Inclusion and Support
Main Objective	Under the direction of the respective deputy director and in collaboration with the team of the Inclusive Education Unit, an Inclusive Education Manager is expected to deliver IEU services, ensuring seamless transitions and effective support provision for students with disabilities/conditions.

The Inclusive Education Manager is expected to:

1. Lead the student transition process to ensure the seamless entry of prospective students with disabilities/conditions into the College through individual consultations and multi-stakeholder collaboration.
2. Conduct individual consultations with prospective students to map out educational pathways, establish required Access Arrangements, and define mutual responsibilities.
3. Facilitate student-centred planning by organising and leading Making Action Plan (MAP) sessions with students, educators, and external specialists to design course-specific support strategies tailored to the students' needs.
4. Conduct Orientation Tours for new students requiring such service to assist them in familiarising themselves with the College premises and available support.
5. Oversee daily support operations by coordinating, allocating, and evaluating the effectiveness of Individual Support Sessions, In-Class Support Sessions, and Access Arrangements across the College.
6. Determine reasonable accommodations by evaluating student needs and requests against available resources, institutional policies, legal standards, and ethical guidelines to balance high-quality support with academic and vocational integrity.
7. Facilitate inclusive Work-Based Learning (WBL) in collaboration with the respective department and industry partners to design, implement, and monitor reasonable accommodations during placements, apprenticeships and internships.
8. Lead and guide the development of alternative assessment methods alongside lecturers, internal verifiers, course coordinators, and institute management, while ensuring that such provisions are aligned with the respective learning outcomes and assessment criteria

9. Contribute to policy development by providing active input and recommendations through the respective management for the review and update of policies, processes, and procedures, ensuring they align with the evolving College context and realities, the changing requirements of IEU services, and evolving national and EU disability frameworks.
10. Manage confidential student records by overseeing the secure collection, maintenance, storage and disposal of respective data and documentation in strict compliance with GDPR.
11. Process data and provide reports as may be required.
12. Utilise digital platforms and tools to maximise administrative efficiency, streamline service provision, and optimise communication.
13. Familiarise with and promote relevant Assistive Technology, actively supporting students in utilising such tools to access the curriculum.
14. Liaise with external entities and stakeholders to establish robust referral pathways, collaborative support networks and effective student support practices.
15. Promote Inclusive Education and IEU services by delivering information sessions, conducting Continuous Professional Development (CPD) and representing the IEU both internally and externally, which may occasionally require attendance outside office hours.
16. Identify service gaps by evaluating current provisions, recommend improvements and implement necessary changes in coordination with the respective management.
17. Contribute to related Erasmus+ projects by actively supporting the planning, implementation, and promotion of international Inclusive Education initiatives and mobilities for students with disabilities/conditions.
18. Commit to CPD by actively engaging in ongoing training to maintain the skills and knowledge required for the provision of a high-quality Inclusive Education service.
19. Represent the IEU on institutional committees, boards, working groups, and other relevant bodies.
20. Uphold professional standards and ethics by acting as a role model of integrity, adhering to the College's ethos, values, and code of conduct while fostering a respectful, inclusive, and collaborative working environment.
21. Execute additional responsibilities to support the strategic evolution of the College's inclusive services.
22. The list is not exhaustive and the management may change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.