Job Description

Position: Inclusion Leader

Salary: H23-H25 -£21,057.49 - £22,434.32 (Pro rata Term Time Only 38 weeks + 10 Days)

Reports To: Assistant Head Behaviour/Assistant Head Attendance

Job Purpose: Pastoral care with attendance focus

To be responsible for the pastoral care and monitor attendance of students across the academy. To assist in monitoring pastoral and attendance teams under the direction of the Assistant Principals for behaviour and attendance.

Key Tasks

* To assist the Assistant Heads for behaviour and attendance in monitoring attendance data reporting processes, taking action in collaboration with ALT and the behaviour team to celebrate achievement and, where needed, to address behavioural issues and instigate intervention strategies to tackle under performance in effort and attendance.
* Promote the highest standards of student behaviour, conduct and attitude and monitor the effective use of the academy rewards and sanctions for students across the academy.
* To assist the attendance lead by monitoring student performance (using attendance, attendance patterns, behaviour patterns and student planners), intervening where necessary to try to secure improvement.
* To ensure that the Heads of School and Assistant Principals are kept informed of significant developments across the academy or with particular individual students.
* To uphold and maintain high standards of behaviour and address as outlined in the behaviour management procedures, including supporting individual students and involving parents, assist in making referrals to other team members as necessary.
* To monitor attendance, liaising with Tutors and Heads of School to identify emerging issues causing concern; where required contacting parents and seeking help and support from the attendance team.
* To monitor and track vulnerable students liaising with the Head of School, SENCO, ALT and Behaviour team, making contributions to referrals, reviews or case conferences as required.
* To work with tutors and students in the completion and updating of Individual Learning Plans (ILPs), and progress/academic/attendance monitoring etc.

### Contribute to upholding excellent standards of behaviour and safety including lunch time and break time duties each week within your contractual duties.

### Undertake first aid training and take part in the first aid rota.

### Supervise the isolation room for a period of agreed time each day and cover lessons where required.

### Coordinate parental contact and lead parental meetings.

### Conduct home visits where appropriate.

* To work with administration staff, Tutors and Head of School to organise Year group Learning/attendance Conversations.
* To work with administration staff to ensure that student records are kept up-to-date and that non-attendance at parents’ events, meetings is recorded and addressed.
* To support Head of School and Assistant Principal to identify issues in hot spot groups.
* To ensure the student leadership programme in their School is robust.
* To support the academy duty systems including transport and detention systems.
* Participate in training and other learning activities and performance development as required.
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
* Contribute to overall ethos/work/aims of the Academy.
* To assist Head of School in monitoring and reviewing the transition process during the Autumn Term.
* To support the Y7 primary programmes.
* To support pupil decision making process throughout their time at North Shore.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_