

Job Description

Job Title: Inclusion Manager
Responsible To: Assistant Headteacher

Grade: J (points 23 – 26)
Working Time: 37.5 hours per week, term time only
Working Pattern: 8:00am – 4:00pm
Holidays: School holidays

KEY PURPOSE OF THE JOB

The Inclusion Manager is responsible for the leadership, management, administration and organisation of all aspects of the school's inclusion facility in accordance with the school's aim of reducing the number of suspensions and to support those at risk of disengaging from education. Our inclusion facility provides an alternative to suspension in order to allow pupils to be included within school, make progress and overcome barriers to their learning.

MAIN ACTIVITIES

- To coordinate the effective implementation of the school's behaviour policy
- To lead on the daily running of the school's inclusion facility
- To support the effective implementation of sanctions and rewards
- To enable targeted pupils to have access to work available as part of the main curriculum so that they are empowered to self-manage and achieve expected rates of progress whilst working in the school's inclusion facility
- Where applicable, to provide a physical presence on corridors during the school day and to report on pupils out of class
- To work directly with leaders to monitor and improve pupils' engagement and involvement in lessons
- To liaise with parents/carers on behavioural issues.
- To track behaviours and provide reports for SLT and governors
- To evaluate the impact of targeted support for pupils to support the senior leaders in the school's self-evaluation programme
- Liaising with all staff, e.g. curriculum leaders, SENCo, guidance teams regarding individual pupils.
- Disseminating information to staff and parents/carers in relation to pupils identified as being at risk of disengagement.

- To provide complimentary services to teachers in support of targeted pupils
- To support pupils who need help in order to overcome barriers to learning
- Any other reasonable duties as commensurate with the grading of the post
- Order any stock or requisition for the various learning bases operating within an agreed budget.
- Ensure that the fabric of the various learning bases are maintained to a high standard.
- Regularly meet and liaise with senior colleagues to discuss the targeted pupils.

PROFESSIONAL EXPECTATIONS

Working with children:

- Safeguard and promote the general wellbeing and health of individual pupils and of any class or group of pupils
- Support pupils' learning activities and attend to additional learning needs
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum
- To provide support to pupils who are struggling to engage with classes and staff in cooperation with the Guidance Teams, Curriculum Leaders, SLT and SENCO with the aim of re-engagement in lessons
- Establish and maintain relationships with individual pupils and groups
- Be an effective role model for pupil behaviour
- Work with pupils on individual targets set by teaching staff
- Support the development of pastoral support plans where necessary

Working within a school setting:

- To work with senior leaders to ensure that behaviour support is efficient and effective across the school
- Manage and oversee a small budget to support the functioning of the inclusion facility
- To work with teachers in school in order to co-ordinate the provision for pupils with challenging behaviour
- Attend and lead on multi agency meetings where appropriate
- To work closely with other support services (internal and external) to improve and support student behaviour
- To ensure that the interventions for individual pupils are appropriate
- Assist in the recording of pupils' progress
- Contribute to the support of pupils' behaviour, both in the classroom and around the school, as required
- Assist in the maintenance of a safe environment for pupils and staff
- Support teaching staff or senior colleagues with routine administration and take part in the duty rota as required and work proactively with pupils at these times
- Carry out morning break duties.
- Assist with KS4 events and reward activities that help raise achievement and promote success.
- Take part in appraising own work against priority targets in accordance with the school's management supervision guidelines.
- Undertake any necessary training associated with the duties of the post.

- Understand and comply with school policies and attend staff training programmes as required.
- Any other duties which may reasonably be requested by the Headteacher to ensure the smooth running of the school

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct
- Participate in training and other learning activities and performance development as required

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.