



Inclusion Unit Assistant Manager

Job Description

Salary scale:	Fulwood 015 (£20,858) – 019 (£22,982) (pro rata £14,923-£16,442)
Hours:	30.25 Hours, Term Time + 5 Insets, 8:45am – 3:30pm (2:30pm Fri)
Permanent / Temporary:	Temporary - 1 Year Fixed Term To 31/08/19
Responsible to:	Vice Principal – Behaviours For Learning
Job purpose:	The main purpose of the role is to support in the setting up and assisting with the management of the academy's Inclusion Unit on a day to day basis, directly supervising and working with the pupils accessing it. The post holder will be responsible for supporting targeted groups and for carrying out appropriate behaviour strategies set within the ethos of the academy which will contribute to improved behaviour and attendance in support of learning.
Managing:	None

Key Responsibilities

The Inclusion Unit is an internal provision for pupils across Key Stages 3 and 4 who may have been removed from lessons, which may need additional or specialist support to tackle underlying problems that are causing their challenging behaviour, or who are at risk of Fixed Term or Permanent Exclusion.

Teaching, Learning and Assessment

- To oversee pupils' work within the Inclusion Unit and ensure that learning experiences offered to pupils are appropriate and relevant to their needs.
- To support with the review of the range of learning experiences offered to pupils in conjunction with subject specialists and the Inclusion Unit Manager.
- To keep informed of curriculum developments relevant to individuals via discussion with Directors of Faculty (DOF's) and Directors of House (DOH's)
- To contribute to detailed schemes of learning in line with the academy policy
- To assist the Inclusion Unit Manager in devising and implementing strategies for celebrating pupil achievement, e.g. regular display of work
- To ensure that profiles and progress reports are written on all pupils, by published deadlines, and that these conform to academy policy
- To assist where necessary in supporting public and internal examinations
- To liaise with the appropriate colleagues to ensure that the educational needs of all pupils are met
- To work in a variety of ways to support, motivate and challenge pupils to raise levels of attendance and behaviour
- To actively seek out ways to enrich the learning experience of pupils through enrichment or extra-curricular opportunities

- Supporting/monitoring and reporting to Vice Principal the progress/behaviour of all pupils working within the Inclusion Unit

Professional Support

- To support the Inclusion Unit Manager in maintain a disciplined learning environment that enables pupils to achieve highly
- To participate in opportunities to aid professional development. Such opportunities will reflect the academy's approach to performance management and include strategies for extending professional experiences, in consultation with your line manager
- To work collaboratively with colleagues
- To participate in staff meetings, academy routines, meetings with parents, pupils and other professional bodies as appropriate and for the safety and well-being of pupils

Communications

- To attend appropriate meetings where relevant to provide feedback to relevant colleagues
- To attend meetings when required and contribute to discussions
- To contribute with effective liaison with institutions outside the academy
- To liaise with the nominated Senior Leadership Team / DOL / DOF / SENCO / Safeguarding Lead / Attendance Officer / Welfare team / external agencies / advisors as required
- To develop positive relationships and maintain contact with families and carers
- To maintain regular liaison with relevant pastoral and teaching staff in order to discuss, monitor and review progress of identified pupils on Pastoral Support Programmes and following reintegration from the Inclusion Unit.

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies
- To deputise for the Inclusion Unit Manager during periods of short term absence.
- Any other duties and responsibilities within the range of the salary grade at the discretion of the Principal.

Support staff

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Aim High
- Work Hard
- Be Nice
- No Excuses

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Inclusion Unit Assistant Manager

	Essential	Desirable	Assessed by
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE equivalent in Maths and English 	<ul style="list-style-type: none"> Teaching related qualification e.g. QTS/HLTA qualification or equivalent Training in SEND 	Application
	<ul style="list-style-type: none"> Experience of working successfully with pupils with Social, Emotional and Behavioural Difficulties Experience of working with pupils/young people and their families Experience of resource preparation to support learning programmes 	<ul style="list-style-type: none"> Experience of delivering the core subjects of English, Maths and Science Experience of working in a Community/family setting Experience of contributing to, implementing and reporting on personal action plans, Evidence of excellent classroom management skills 	Application Interview
Knowledge	<ul style="list-style-type: none"> Knowledge of effective behaviour modification programmes and strategies Awareness of health and safety, child protection and confidentiality with regard to pupils. 	<ul style="list-style-type: none"> Knowledge of coaching and mentoring techniques Awareness of the use of ICT/other technology to support learning 	Application Interview
Skills and Abilities	<ul style="list-style-type: none"> Good literacy and numeracy skills Excellent communication skills written and verbal with the ability to communicate effectively with a wide range of audiences including education and care professionals, academy staff, pupils and their families. Ability to develop positive relationships with the target groups Ability to lead and motivate pupils. Ability to work effectively with colleagues from across the curriculum Ability to work on one's own initiative Ability to maintain complete confidentiality Ability to keep calm under pressure 	<ul style="list-style-type: none"> Ability to contribute to whole school improvement Knowledge of record keeping systems 	Application Interview
Other	<ul style="list-style-type: none"> Commitment to equal opportunities A willingness to undertake additional training, keep up to date with developments 		Application Interview