



Groveside School

Inclusion Manager

Up to £30,000

CANDIDATE INFORMATION PACK



Groveside School is fully committed to safeguarding and promoting the welfare of children and young people.

This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.

Outcomes First Groups does not provide sponsorship.

Inclusion Manager

Job Purpose

- To lead Safeguarding strategies to ensure the welfare, safety and emotional wellbeing of our young people within the school.
- To supporting the School's leadership teams to establish functional strategies in all areas of pastoral care.
- To support and promote a positive, caring environment, which focuses upon and addresses the needs of each individual child or young person.
- To guide all staff in the support approaches most successful for the inclusion of young people in the classroom to ensure that continuous learning is achieved during learning phases in the school.
- To provide direct support to young people in crisis and who require additional care throughout the school day and to oversee and contribute to the wider planning around the holistic development of young people in the long term.
- To promote the Equality Act 2010 Protected Characteristics.
- To develop anti-bullying and discrimination policies and procedures.

Groveside School offers the opportunity to work:

- In a school that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- To develop your career.

The ideal candidate will:

- Be a person who thrives in a fun, yet challenging environment.
- Be an exceptional administrator.
- Have a passion for building strong relationships with young people through restorative working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils but also who can remain calm under pressure and have a sense of humour.
- Be creative and bring out the best in pupils and families.

If you feel that you have the energy, passion, resilience and drive to be part of making Groveside School outstanding, we would welcome you to visit us and see Groveside School in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Zoe Eastwood on 01183 744556 or go to www.grovesideschool.co.uk for more information about the school. **Candidates will be considered upon application, and we reserve right to appoint before the advert closing date.**

Job Description

General

- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour Policies.
- Report issues and/or incidents relating to staff and pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the pupils and the Company.
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required.

Designated Safeguarding Lead

- Understand the referral and assessment process for early help and intervention.
- Know about child protection case conferences and reviews and can contribute to these effectively when required.
- Attend and contribute to Early Help, TAF, CIN or CP Meetings.
- Ensure all staff have access to and understand the school's Child Protection & Safeguarding Policy.
- Be aware of the needs of any vulnerable children i.e. those with Special Educational Needs, Young Carers and those receiving support from the local authority including a Child In Need, Child Protection or a Looked After Child.
- Keep detailed, accurate and secure records of concerns and referrals (Sleuth).
- Understand the role of the school in terms of the Prevent Duty where required.
- Attend refresher and other relevant training to stay up to date as a qualified DSL.
- Lead staff training & provide regular briefings and updates at staff meetings to help ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities.
- Ensure the Child Protection Policy is available publicly, that parents are aware of the policy and that schools may make referrals to children's social care if there are concerns about abuse or neglect.
- Oversee the school's records: To keep detailed, accurate and secure written records of safeguarding concerns. These records are confidential and should be kept separately from

pupil records. They should include a chronology of concerns, referrals, meetings, phone calls and emails (Sleuth).

- Oversee the file movement where children leave the school, ensure their child protection file is transferred to the new school as soon as possible (Sleuth).

Key task areas and responsibilities

- Lead on effective safeguarding and pupil welfare strategies and plans to ensure the safety and emotional wellbeing of our pupils.
- Provide detailed and effective advice on Positive Behaviour Profiles and Behaviour Support Plans based upon behaviour data.
- Provide advice and guidance with regards to existing profiles and plans, to ensure that they are effective and up to date.
- Monitor safeguarding, health, accident, injury and damage incidents within all year groups and make positive interventions, analysis and recommendations, when necessary, via SLT.
- Identify personal issues that are affecting pupils' performance and learning and inform appropriate and relevant managers and staff to assist where required.
- Oversee and administer rewards and the points system.
- Track behaviour trends each day, lead the end of the day briefing and report trends to senior team briefings.
- Maintain the records on sleuth for your areas (primary/secondary).
- Run community led projects and on-site work experience for young people.
- Deliver training on pupils' needs and the outcomes of tracking data and reports you have produced.
- Support pupils on an individual basis.
- Motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Pastoral Care'.
- Communicate and liaise with teaching staff to improve the relationships with pupils in the school.
- Be friendly, helpful and welcoming to parents and others visiting to ensure that positive relationships are created and maintained.
- Develop positive relationships with pupils.
- Contribute as part of a multidisciplinary team to achieve best outcomes with regards to positive behaviour support.
- Keep up to date on relevant legislation and guidance, briefing key people on any changes as required.
- Monitor the quality of positive handling support through evidence-based systems and give advice and guidance as appropriate following each handling intervention.
- Contribute to the review of relevant policies in relation to positive handling support and to assist with the setting up of any relevant internal systems as required.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications:	Essential	Desirable
Good GCSE qualifications in Maths and English or equivalent relevant qualification		✓
Willingness to work towards further qualifications or training as required e.g Designated Safeguarding Lead training or CPI	✓	
Experience		
Experience of managing multiple priorities	✓	
Experience in Pastoral Management in a School	✓	
Experience in special educational needs, emotional, behavioural and social difficulties	✓	
Knowledge, Skills and Abilities		
Strong organisational, interpersonal and communication skills	✓	
Ability to use own initiative to identify issues, problem solve and implement solutions	✓	
Ability to interpret information and devise policy or practice	✓	
Ability to support other staff effectively	✓	
Ability to work quickly and efficiently with minimum supervision but as part of a team	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.	✓	
An understanding of Safeguarding within the school environment	✓	
An ability to analyse data and evidence of higher level ICT skills	✓	
An ability to consult and share decision making with the senior team	✓	
Personal Qualities:		
A flexible approach to work	✓	
A sense of responsibility	✓	
Tact and diplomacy	✓	
Integrity	✓	
The ability to remain calm in stressful situations	✓	
Personal resilience and emotional strength	✓	
A sense of humour	✓	