



GREATFIELDS SCHOOL

Inclusion Room Manager

School: Greatfields School

Salary / grade: APT&C Scale 6 pro-rata (outer London scale) + SEN allowance (£1289)

Hours: 8.30am-4pm

Contract type: Permanent

Responsible to: SENDCO

Description of the Inclusion Room:

The purpose of the Inclusion Room is to support a small number of our most vulnerable and at risk students. Students will be referred to the unit by Heads of Year and members of SLT and there will be a maximum of ten students in the unit at any one time. The students will be on long term placements (minimum of two weeks; maximum of six weeks) and the purpose of the referrals will be to avoid fixed term excluding these students. They will be expected to follow their normal timetable while in the Inclusion Room but will also be given plenty of opportunity to reflect on their behaviour and receive emotional and behavioural support on a daily basis. The students may also be withdrawn for extra support when appropriate.

Job description:

- To undertake the daily supervision and teaching of students in the Inclusion Room.
- To create personalised timetables for students in the Inclusion Room.
- To ensure students continue to have access to the curriculum during their placement.
- To develop an effective SEMH curriculum for students during their placement.
- To liaise with Heads of Department to ensure students have access to suitable resources.
- To liaise with the SEND department to ensure that students are receiving additional learning support during their placement.
- To work with the pastoral team in order to understand the needs and behaviours of the students being referred.
- To provide behavioural and emotional support for students who have been placed in the Inclusion Unit.
- To track and monitor the progress of students while they are in the Inclusion Room.
- To ensure students have a clear reintegration plan at the end of their placement and to monitor their reintegration back to mainstream.
- To develop positive relationships with the students based on mutual respect.
- To consistently implement the school's positive behaviour system.
- To work effectively within a team, support colleagues and not be afraid to ask for support.



Partnership Learning



GREATFIELDS SCHOOL

- To take responsibility for your own professional development including attending relevant CPD events and identifying personal developmental targets.
- To collaborate with colleagues within the Trust and with other schools to share examples of best practice.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.

