**JOB DESCRIPTION**

**Title:** Inclusion Manager

**Hours:** 37.5 hours per week, to cover 8.30 a.m. until 4.30 p.m., 40 weeks per year

**Salary Scale:**  5A - 5E (FTE £26, 541 - £29,581)

**Responsible to:** Assistant Head teacher – Wellbeing.

**Responsibilities:** Through a variety of group work, behaviour management, mentoring, parental engagement and liaison with outside agencies, develop social skills and responsible behaviour of students excluded from normal classes, reducing the number of students placed in internal isolation and fixed term or permanent exclusions from school.

**Main Duties:**

* + - * Support Achievement Coordinators and Senior Staff in addressing incidents of concern by helping to gather appropriate and reliable information
      * Participate with staff in identifying vulnerable pupils to ensure that appropriate interventions are secured
      * Oversee the creation and delivery of therapeutic resources to support the inclusion of identified students
      * Work in collaboration and lead on interventions with targeted groups of students
      * Establish constructive relationships with parents and carers to support pupil progress, helping to monitor and evaluate pupil performance in class, around the site and in the Inclusion Room
      * Keep records on inclusion students via daily progress reports
      * Establish productive relationships with pupils acting as a role model and providing appropriate information, advice and guidance
      * Mentor students, attend relevant meetings, during and out of school hours, both in school and at other venues in matters relating to pupil welfare.
      * Responsibility for day-to-day operation of the Inclusion Room, ensuring adequate equipment is available and the room suited for the days’ activities.
      * Supervise students working in the inclusion room to ensure completion of work in appropriate manner with little disruption
      * Supervise whole classes of pupils in the school when required
      * Supervise pupils around the school, before and after school times and during mid-morning and lunch breaks
      * Support vulnerable pupils in accessing the curriculum through the coordination of Individual Behaviour Plans and Pastoral Support Plans; their implementation and their review. Act as a deputy DSL within the safeguarding team.
      * Ensure curricular work is collected for students to ensure work within the Inclusion Room adheres to Curriculum requirements
      * Work with Subject Leaders to develop self-supported study packs
      * Maintain contact with students after they have returned to the normal timetable using appropriate visits/counselling sessions
      * Participate with staff in identifying vulnerable pupils to ensure that appropriate interventions are secured
      * Assist in monitoring and communication of Attendance data
      * Work in collaboration with the achievement coordinators and pastoral support assistants to reduce the rate of persistent absence in the school.
      * Provide clerical and administrative support in matters of pupil progress and performance
      * Set-up and maintain pupil inclusion register
      * Support extra-curricular activities
      * Play a significant role in the re-integration of excluded pupils
      * Any other duties that may reasonably be regarded as being within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**GENERAL**

All School staff are expected to:

* Undertake other such reasonable duties as may be required from time.
* Work towards and support the School’s vision and the SIP objectives.
* Support and contribute to the School’s responsibility for safeguarding students.
* Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Work within the School’s Diversity Policy to promote equality opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.
* Engage actively in the performance review process.
* Adhere to School policies and procedures as set out in the staff handbook or other documentation available to all staff.

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| **Responsible to:** |  | Assistant Headteacher Wellbeing |
| **Salary/Grade:** |  | 5A –5E |