

Academies Enterprise Trust

Job Description

Job Title:	Inclusion Manager
Location:	Four Dwellings Academy
Hours of work:	Term-time only
Reports to:	Senior Leader

Purpose of the Role:

- Co-ordinate and monitor a range of provision for pupils who present with challenging behaviour
- Deliver packages of support to pupils who are at risk of exclusion or are experiencing significant issues that are damaging their academic progression.
- Supervise and monitor pupils in the Inclusion Room or who are flagged on the on-call system
- To ensure the inclusion room is well resourced and well organised leading to high levels of pupil focus
- Support the AP Behaviour in developing and delivering a holistic package of support for vulnerable pupils
- Work with parents/carers/families to promote positive behaviour and to manage and monitor the behaviour of pupils
- Design and deliver a comprehensive suite of programmes around behaviour
- Act as a DSL for safeguarding
- Deliver mentoring to targeted pupils
- Support safeguarding processes
- Support transition processes across the academy

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Duties and responsibilities:

Specific to the post

- Co-ordinate and monitor provision for pupils placed in the Inclusion Room
- Support the AP Behaviour with day to day duties
- Design and deliver a comprehensive suite of programmes around social skills and behaviour
- Train pastoral staff to deliver packages of support where appropriate
- Contribute to the on-call system
- Utilise relevant pupil data to monitor and track pupil progress, including action plans and progress reports to ensure pupils stay on track
- Monitor and plan interventions on behaviour data working with the Key Stage Pastoral Leads, SENCO, academy counsellor and other support

- Support the delivery of SMSC through drop down days and other events
- Organise and complete home visits with regards to behaviour/well-being issues and where there are issues that are creating a barrier to learning
- To mentor a case load of pupils who are considered to be 'vulnerable' or 'at risk' and support actions to support progress
- To liaise with support services such as Local Authority services, medical services, educational psychologists, etc...
- Support pupils via home learning where required
- Support the academy and pupils during transition across school phases i.e. KS2 to 3 and KS3 to 4.
- Support newly arrived pupils to integrate into school life.

Generic to the post

- To provide pupils with a source of assistance and support where necessary, those children with special individual needs
- To provide support staff with a range of inclusive strategies and interventions to raise pupil achievement standards
- To identify and to locate those pupils who need assistance in raising levels as a whole and deliver workshops to address emotional/behavioural needs.
- Liaising with teachers and other support staff throughout the school so that staff are aware of the routes they can take where there may be concern about a particular pupil or subject area.
- To act as a contact for, and provide regular communications with, parents and attend and provide support at parent meetings in order to meet and discuss aspects of relevant pupil performance and find solutions to any potential problems
- To design, manage, attend or help support any extra-curricular activities for those pupils under achieving and liaise with teaching staff with skills in specific subject areas to increase achievement levels through extra tuition

GENERAL

To participate in meetings, training, other staff development and CPD activities and performance development as required.

To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.

To input and retrieve data from the Academy's management information systems as required.

To provide assistance to other members of the Academy during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.

To maintain a tidy and efficient work area from which information is easily accessible.

In addition to the above requirements, all staff are required to:

Promote the ethos of the Academy by:

- Being strong leaders in their own right with pupils of all attainment levels;
- Being a positive leader of ethos, demonstrating a “can-do” solution focused mentality
- Being a strong presence wherever they are in the Academy;
- Modelling high standards in expectations and practice;
- Following Academy policy and promoting policy in all areas and at all times;
- Dealing immediately with any problem they observe
- Being positive and proactive in seeking solutions to problems and in planning ahead;
- Constantly looking for ways to improve and innovate in education;
- Seeking the highest standards possible and sharing them with others.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children

Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Inclusion Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE English and Maths 	<ul style="list-style-type: none"> Degree or equivalent Relevant further qualifications around pastoral care Qualified Teacher status
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> Experience of working with young people in challenging circumstances Experience of maintaining and analysing computerised and/or paper based data/information. Experience of monitoring and tracking progress / behaviour Experience of liaising with a range of stakeholders to find effective solutions 	<ul style="list-style-type: none"> Current successful school experience with a responsibility for student welfare / inclusion / behaviour Experience of using a Management Information System, preferably Arbor Experience of safeguarding and pastoral roles in schools.
Skills	Leadership and Management skills	<ul style="list-style-type: none"> Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are fulfilled Ability to help us build on the breadth of the 	<ul style="list-style-type: none"> The experience, where necessary, to give a clear lead on inclusion and supporting pupils with emotional / behavioural



		<p>educational experiences we offer both in and out of the classroom.</p> <ul style="list-style-type: none">• Respect for the professional expertise of others.• Ability to be managed by others, using constructive feedback to improve your performance.	<p>needs</p> <ul style="list-style-type: none">• Ability and willingness to work cooperatively as part of a team.
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Personal attributes:	Behaviours	<ul style="list-style-type: none">• Enthusiastic, perceptive and fair• Record of excellent practice• Ability to provide guidance, advice, instruction and support and challenge students and staff.• A personal commitment to quality and excellence that will take the Academy forward.• Unflappable and resilient• Good sense of humour• Ability to handle information securely and confidentially• An understanding of the needs and values of different communities, in particular the different cultures the Academy serves.• Genuine care for all pupils, including the disadvantaged and vulnerable	<ul style="list-style-type: none">• Record of developing and maintaining good relationships with pupils and wider school community.• Knowledge and expertise in how people learn.• A clear vision on the position of pupil wellbeing and inclusion in the Academy over the next 3 years.
	Communication Skills:	<ul style="list-style-type: none">• High standard of written and verbal communication skills.• Be able to communicate with care and respect to pupils, staff, parents and carers	<ul style="list-style-type: none">• Experience of leading meetings.



	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Evidence of a commitment to promoting the welfare and safeguarding of children and young people	