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**Job Description and Person Specification**

**Post:**  Inclusion Manager

**Responsible to:**  Vice Principal

**Responsible for:** Behaviour lead and Home Tutor

**Grade:** Support Staff Band E

**Working arrangements:**

37 hours per week, term-time only (40 weeks per year). Hours of work will be flexible and may include evenings / weekends on occasion

**Job Purpose**

* The Inclusion Manager will be responsible for our multi-purpose facility.
* The inclusion manager will be responsible for contributing towards improvements in attendance and development of basic skills.
* This role will support the academy by taking a lead role in the management and delivery of behaviour & nurturing interventions for students.
* Provide pastoral support and guidance to students and assist in their behavioural, emotional and social development. Provide targeted personalised interventions.
* Take a lead role, in conjunction with teaching staff, with the development and implementation of behaviour management plans.
* Removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential

Principal Accountabilities

Provide a complementary service that enhances existing provision in order to support learning, participation and encourage social inclusion by:

1. Establish productive working relationships with students in the base; acting as a role model.
2. Arrange and develop 1:1 and small group mentoring arrangements and provide support for students
3. Provide information and advice to enable students to make choices about their own behaviour
4. Assisting children and young people to make a successful transfer between educational establishments and transition at key stages in their learning
5. Contributing to the comprehensive assessment of children and young people entering educational establishments and the review of their progress and achievements
6. Contributing to the identification of barriers to learning for individual children and young people and provide them with a range of strategies for overcoming the barriers
7. Developing, agreeing and implementing a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs
8. Facilitating access to specialist support services for children and young people with barriers to learning
9. Assisting in the identification of early signs of disengagement and contributing to specific interventions to encourage re-engagement
10. Operating within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
11. Work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of services to children and young people by:
12. Developing and maintaining appropriate contact with the families and carers of children and young people who have identified needs
13. Negotiating, establishing and maintaining effective working partnerships with other agencies and individuals in order to address needs and help remove barriers to learning for children and young people
14. Contributing to the identification and sharing of good practice between individuals and partner agencies to enhance mentoring provision
15. Develop a sound working knowledge of the academy, and of key legislation, entitlements, obligations and powers of all individuals engaged with children and young people
16. Contribute to equality of opportunity and diversity policies and programmes in relation to discriminatory behaviour, including policies and programmes which challenge bullying and harassment
17. Provide support, advice, line management and performance management for where required.

General

1. Encourage exceptional standards of uniform.
2. Initiate new ideas and encourage developments relating to inclusion group students.
3. Provide information to the Principal/Governors on any aspect of Pastoral Support for inclusion as may be required.
4. Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively.
5. Ensure that Health and Safety issues are properly understood and procedures are followed.
6. Ensure that all safeguarding policies and procedures are strictly adhered to.

**Person Specification: Inclusion Centre Manager**

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| **1.** |  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/ Training**  **Competences** | Relevant NVQ3 or equivalent qualification or 3 years full-time or 5 years’ part-time relevant experience.  Training in relevant strategies | Additional specialist qualification |
| **2.** | **Relevant Experience** | Range of experiences of working with disaffected students in a learning environment.  Experience of working in a school or unit setting. | Experience of working with pupils of relevant age.  Experience of working in another service to young people. |
| **3.** | **Knowledge** | Full working knowledge and understanding of relevant policies/codes of administrative practice/legislation.  Working knowledge of curriculum development  Knowledge and understanding of principles of child development and learning processes  Understanding of statutory frameworks relating to teaching |  |
| **4.** | **Skills/Ability** | Experience of self-evaluating learning needs and actively seeking learning opportunities to improve own practice and knowledge.  Effective use of ICT to support learning.  Mentoring/counselling skills  Experience of forming positive relationships with students who are difficult to manage and engaging them in learning. |  |
| **5.** | **Personal Skills** | Proven leadership skills.  Experience of relating well to pupils and adults.  Experience of working constructively as a leader of a team, understanding roles and responsibilities and own position within these.  Experience of prioritising tasks and acting on own initiative.  Experience of identifying and working towards specific goals with pupils to achieve their full potential. |  |