**Job Description: Inclusion Administrator**   
  
*Location: Telford Park School*  
*Reports to: Deputy Headteacher*

*Salary:* Grade 5 (£29,093 - £32,654) Term time plus 2 weeks

**Job Overview:**

The Inclusion Administrator plays a pivotal role in supporting the school’s inclusive practices, ensuring the well-being and safety of all students. The role involves a wide range of duties that contribute to managing behaviour, processing suspensions and exclusions and administering modified timetables. The postholder will work closely and liaise with key staff members to support the inclusion and safeguarding agenda of the school.

**Key Responsibilities:**

**1. Behaviour Management:**

* Work collaboratively with the behaviour team to promote positive behaviour strategies across the school.
* Track and manage student behaviour records, providing administrative support for behaviour intervention plans.
* Support the implementation of school-wide behaviour policies and procedures.
* Assist with interventions for students who exhibit challenging behaviour, coordinating meetings and providing follow-up documentation.
* Monitor students on behavioural reports or under behaviour intervention programmes.

**2. Suspensions and Exclusions:**

* **Processing Suspensions & Permanent Exclusions**:
  + Administer all procedures relating to student suspensions and permanent exclusions, ensuring compliance with school policies and legal requirements.
  + Maintain accurate records of exclusions, including timelines, reasons, and any communications with parents or guardians.
  + Liaise with parents, carers, and relevant external agencies regarding exclusions and reintegration plans.
  + Assist with the preparation and review of exclusion documentation, supporting SLT and governors in meetings related to exclusion matters.
  + Support the reintegration of students following suspension or permanent exclusion, including managing modified timetables or alternative education provisions if required.
  + Clerking for Permanent Exclusion panel meetings.

**3. Modified Timetables:**

* Work with the SENCo (Special Educational Needs Co-ordinator) and other relevant staff to develop and monitor modified timetables for students who need alternative or reduced schedules.
* Assist in gathering the necessary data and ensuring that timetables are adjusted according to the student's needs and agreed plans.
* Track the implementation of modified timetables and report on the progress of students under such arrangements.
* Ensure appropriate resources are available for students on modified timetables and that communication with families is clear and supportive.

**4. Administrative Support:**

* Provide general administrative support to the Inclusion Team and SLT in relation to safeguarding, behaviour, exclusions, and inclusion matters.
* Manage confidential records and files related to safeguarding, exclusions, behaviour incidents, and modified timetables.
* Prepare reports and data for SLT meetings, governors, and external agencies as required.
* Maintain and update the student database to ensure that all inclusion-related documentation is current and accurate.

**5. Communication & Liaison:**

* Act as a point of contact for staff, parents, and external agencies regarding safeguarding, behaviour, and inclusion-related matters.
* Support communication between the school and external services (e.g., social services, educational psychologists, youth offending teams) as appropriate.
* Liaise with teachers, SENCo, pastoral staff, and other stakeholders to ensure students’ needs are met and there is a consistent approach to inclusion and behaviour management.
* To complete any other admin tasks as directed by the Headteacher

**Person Specification:**

**Essential Skills and Qualifications:**

* Previous experience in an administrative role within an educational setting (ideally in inclusion, safeguarding, or behaviour support).
* Knowledge of safeguarding protocols, child protection policies, and relevant legislation (e.g., Keeping Children Safe in Education).
* Strong organisational and administrative skills, with a keen attention to detail.
* Ability to maintain confidentiality and handle sensitive information in a professional manner.
* Excellent written and verbal communication skills.
* Ability to work independently and as part of a team.
* A proactive approach with the ability to prioritise tasks and manage competing demands.
* Good IT skills, including proficiency with Microsoft Office and school management software.

**Desirable:**

* Experience in a similar role, including managing suspensions and exclusions, modified timetables, and behaviour management.
* Knowledge of SEND (Special Educational Needs and Disabilities) and strategies for supporting students with additional needs.
* Awareness of current educational trends and policies related to inclusion, safeguarding, and behaviour.

**Personal Attributes:**

* Compassionate and understanding with students and families.
* Resilient, with the ability to stay calm and effective in stressful or challenging situations.
* Strong problem-solving and decision-making skills.
* A commitment to ensuring all students receive a fair and equal opportunity to succeed.