

## **Framwellgate School Durham**

# **Inclusion Manager**

## **Candidate Information Pack**

**Salary scale Grade FSD6 (SCP 11-14)**

**£23,704 to 24,882**

**(full time equivalent is: £27,269 - £28,624)**

**(Full time - 37 hours per week, term time only, permanent)**

**Start Date – September 2025**

## **Inclusion Manager**

**Salary scale Grade FSD6 (SCP 11-14)**

**£23,704 to £24,882**

(full time equivalent is: £27,269 - £28,624)

Full time - 37 hours per week, term time only, permanent

We wish to appoint a highly motivated inclusion manager to lead the daily operation of the school's isolation provision, ensuring that students who are removed from mainstream lessons are supervised, supported, and reintegrated in line with school policies. The postholder will promote positive behaviour, uphold high expectations, and work with staff and families to address underlying issues that impact upon behaviour and engagement.

The successful candidate will possess energy and enthusiasm and believe that every young person deserves the very best education. We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last five years, and we now have more than 1300 students who attend the school. We envisage a fantastic new school building to be ready for September 2027.

This is an outstanding opportunity for a talented individual to join our dynamic and forward thinking team. We are looking for someone who is driven, committed and skilled in a range of tasks who can work successfully alongside colleagues. Duties will include:

- Managing day-to-day operation of the isolation room
- Providing a safe, supportive environment
- Promoting positive behaviour
- Supporting reflection and reintegration
- Delivering structured learning activities
- Recording and monitoring incidents
- Communicating with staff and families
- Setting high expectations
- Contributing to behaviour and inclusion strategies
- Ensuring safeguarding and welfare
- Maintaining resources and environment
- Supporting school systems
- Undertaking any other reasonable duties as directed by the Senior Team

## About the school

Thank you for considering joining us at Framwellgate School Durham. The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you ([www.framdurham.com](http://www.framdurham.com)).

## Aims and ethos

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

## Job Description

<b>Framwellgate School Durham</b>  <b>Job Description</b>  <b>Inclusion Manager</b>	
<b>Hours</b>	Full time; term time only; 37 hours per week
<b>Salary</b>	NJC Grade 6 – SCP 11-14
<b>Responsible To</b>	Assistant Head Teacher - Pastoral
<b>Main Purpose</b>	To lead the daily operation of the school's isolation provision, ensuring that students who are removed from mainstream lessons are supervised, supported, and reintegrated in line with school policies. The postholder will promote positive behaviour, uphold high expectations, and work with staff and families to address underlying issues that impact upon behaviour and engagement.
<b>Duties</b>	<b>Inclusion Manager (Isolation Room) – Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Manage Day-to-Day Operation of the Isolation Room: Take responsibility for the supervision, behaviour management and welfare of students in the room throughout the school day.</li> <li>• Provide a Safe, Supportive Environment: Maintain a calm, structured and purposeful setting for students who are removed from mainstream lessons due to behaviour incidents or support needs.</li> </ul>

- **Promote Positive Behaviour:** Reinforce school behaviour policies and expectations, using restorative approaches and de-escalation techniques to support students in regulating their behaviour.
- **Support Reflection and Reintegration:** Guide students through reflection activities that help them understand the impact of their behaviour and prepare for a successful reintegration into lessons.
- **Deliver Structured Learning Activities:** Ensure students continue their learning while in isolation by providing, collecting, and supporting completion of work set by class teachers.
- **Record and Monitor Incidents:** Accurately log incidents, time spent in isolation, and interventions used; report patterns or concerns to the pastoral or senior leadership team.
- **Communicate with Staff and Families:** Liaise with class teachers, heads of year, and parents/carers to provide updates, support next steps, and agree reintegration strategies.
- **Set High Expectations:** Consistently model and promote respect, punctuality, engagement, and pride in behaviour and appearance.
- **Contribute to Behaviour and Inclusion Strategies:** Provide feedback to the pastoral team to help identify wider behaviour patterns or unmet needs and contribute to intervention planning.
- **Ensure Safeguarding and Welfare:** Uphold safeguarding responsibilities at all times, ensuring the isolation room operates within the school's safeguarding and behaviour policies.
- **Maintain Resources and Environment:** Ensure the isolation space is tidy, well-equipped, and conducive to calm, focused work.
- **Support School Systems:** Follow the school's procedures for behaviour escalation, risk assessment, and record-keeping in line with internal policy and GDPR regulations.
- **Other Duties:** Undertake any other reasonable duties as directed by the Senior Team, in line with the evolving needs of the school.

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Level 2 English and Maths (GCSE or equivalent)	Relevant qualification in behaviour support, youth work, or inclusion
	Safeguarding training (or willingness to undertake)	Team Teach, MAPA or other de-escalation training
<b>Experience</b>	Experience of working with young people in a school or youth setting	Experience working with students exhibiting challenging behaviour
	Experience of maintaining professional boundaries and working under pressure	Experience managing or running a similar provision
<b>Knowledge &amp; Skills</b>	Understanding of safeguarding principles	Knowledge of trauma-informed or restorative approaches

Criteria	Essential	Desirable
	Ability to remain calm, assertive, and consistent in challenging situations	Understanding of SEND, SEMH and behavioural needs
	Strong organisational skills and attention to detail	Familiarity with school MIS or tracking systems
	Ability to build rapport with young people and gain their trust	Ability to engage with parents/carers supportively
<b>Personal Qualities</b>	High levels of resilience, empathy, and patience	A strong commitment to inclusion and education
	A professional and positive attitude	A willingness to continually learn and reflect

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

Any offer of employment is subject to satisfactory clearances and references.

### The Application Process

Please complete the Application Form.

#### Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to [vacancies@framdurham.com](mailto:vacancies@framdurham.com) by **Monday 23rd June 2025 – 9.00a.m.** All applications will be acknowledged by email. Please note that we do not accept CVs.

**Shortlisting will take place soon afterwards and shortlisted candidates will be contacted in due course.**

**Interviews are scheduled to take place as soon as possible thereafter.**

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