



## **Inclusion Manager Application Pack**

**Application Forms**

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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## Inclusion Manager Reporting to Deputy Head (Behaviour & Attitudes) Start Date January 2024 or as soon as possible

Permanent, Full time, 37 hours a week, start time 8.30am, finish time 4.30pm (includes a half hour unpaid break). Monday to Thursday, Friday is an early finish at 4pm. Term time only plus five INSET days  
Actual salary £ 27,350- £29,350pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources, and a counselling service. We reward long service and encourage community spirit through various social events including a Christmas party, sports after school and various House competitions. Parking is free, as are tea, coffee, and edible treats to help you through the week! Our Senior Leadership team recognises the value of our support staff attending whole school training, job specific training and opportunities to learn about students they may be supporting, hence our commitment to their attendance on our September INSET day and one other INSET day during the academic year. A free lunch is also provided giving staff the chance to welcome new members of staff and share news and ideas.

We are looking for an individual to manage the day to day running of the school's internal isolation room to ensure that the needs of the students are being met and a collective approach has been identified to enable a positive way forward. They will co-ordinate and facilitate students who have been unsuccessful within their learning environment and need additional support to manage either their return to their lessons or the space to reflect for a period of time within the isolation room.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

**Closing date: Monday 11<sup>th</sup> December 2023, 12 noon**  
**Early applications are welcome, we reserve the right to close earlier should we appoint the right candidate**

# Inclusion Manager

## Job Description: Inclusion Manager

<b>Line Manager:</b>	Deputy Head (Behaviour and Attitudes)
<b>Main Purpose of Role:</b>	The post holder will manage the day to day running of the school's internal isolation room to ensure that the needs of the students are being met and a collective approach has been identified to enable a positive way forward. They will co-ordinate and facilitate students who have been unsuccessful within their learning environment and need additional support to manage either their return to their lessons or the space to reflect for a period of time within the isolation room.

### Main Responsibilities:

- Take responsibility for the day-to-day running of the internal isolation room, ensuring the physical environment is conducive to working in a calm manner.
- Ensure the Isolation Room is resourced to provide work that is challenging and motivating to students to ensure a calm working environment.
- Provide appropriate work to students and set the expectation that work will be completed to a high standard. Offer help and guidance as required.
- Liaise with colleagues to ensure students accessing this provision are provided with appropriate and sufficient work and that completed work is delivered to relevant staff.
- Establish positive working relationships that support students to achieve the best outcomes relating to their behaviour and attitudes.
- Maintain appropriate standards of behaviour in the room in accordance with school policy and to call for back-up support where necessary.
- To disseminate and communicate appropriate information regarding students with tutors, heads of progress and SLT as appropriate.
- To communicate the daily internal isolation register to the relevant staff.
- Meet and greet identified students daily to set them up for a successful day.
- To provide statistical reports and analysis on internal isolation for SLT as required, providing monitoring information and feedback in respect of work undertaken.
- To be part of the school's Call Out system, supporting staff in lessons where necessary.
- Undertake additional duties eg. when no student has been referred to the isolation room, in-class behaviour support, student mentoring.
- To carry out duties around the school at social times, engaging positively with students at these times.

**Whole School Responsibilities:**

- Being aware of and complying with policies and procedures in relation to Safeguarding, Health and Safety, confidentiality and data protection and reporting all concerns to an appropriate person
- Attendance at internal meetings where required.
- To attend any relevant training opportunities as identified and as fitting for the needs of the students.
- To support the school's ACHIEVE values, ethos and policies, and to ensure that school policies are applied correctly and consistently by all members of your team.
- To respond to all requests for information by SLT and others in a timely manner.
- To undertake any other duties as determined by the SLT line manager or HT.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

***Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

# Inclusion Manager

## Person Specification: Inclusion Manager

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs including English &amp; Maths at Grade C or above (or equivalent).</li> <li>A Levels or equivalent.</li> <li>Basic knowledge of Microsoft Office.</li> <li>Eligible to work in the UK.</li> </ol>	✓  ✓	 ✓ ✓	Application form
<b>Skills and Experience:</b> <ol style="list-style-type: none"> <li>Relevant training and experience of working with young people aged 11-16 (desirable) Working in an educational environment.</li> <li>Experience of working in an education setting (desirable).</li> </ol>		✓ ✓	Application form and interview
<b>Personal Qualities and Attributes:</b> <ol style="list-style-type: none"> <li>A committed and highly motivated team player.</li> <li>Good organisation, time management and interpersonal skills.</li> <li>Excellent interpersonal and liaison skills.</li> <li>ICT literate with the ability to word process and accurately record data.</li> <li>Ability to work on own initiative, with minimal supervision and guidance.</li> <li>Ability to manage own time effectively and assume responsibility.</li> <li>Ability to remain calm and contribute to the resolution of problems.</li> <li>Flexible and able to respond to new situations.</li> <li>Ability to engage constructively with and relate to a wide range of stakeholders.</li> <li>Confident communicator with excellent verbal and written skills.</li> <li>The ability to work directly with a small group of students, motivating them to achieve successful outcomes.</li> <li>Patience, resilience and a genuine understating of the challenges young people face.</li> <li>Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.</li> <li>Show respect and promote the School's ACHIEVE values.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References