

Job Description

Role:	Inclusion Manager
Salary:	West Sussex Grade 8 plus Crawley Fringe Allowance Actual Salary: £27,572
Contract Type:	Permanent

Reporting to:	Assistant Head (Behaviour and Culture)
Responsibilities and Accountabilities:	<ul style="list-style-type: none"> To provide appropriate pastoral and behaviour support under the direction of the Assistant Head (Behaviour and Culture) To promote inclusion, focus on reintegration into learning, and raise attainment of students to achieve their full potential. To safeguard and promote the general wellbeing and health of individual students To be a role model in terms of conduct, dress and professionalism and in the way colleagues and students are treated. To support the school's ethos which is underpinned by our four key elements of 'Dignity, Hope, Community and Wisdom' and our school rules 'Ready, Respectful, Safe'.
Key Duties:	<ul style="list-style-type: none"> To co-ordinate and deliver interventions, behaviour management strategies and facilitate the restorative process in the Reflection Room To liaise with colleagues to ensure suitable work is undertaken by students in the Reflection Room To monitor and report on all students who access reflection. To provide the AHT for behavior and Culture with regular data to support proactive approaches to addressing behavior concerns To liaise with parents/carers on behavioural issues, as necessary, under the direction of the Assistant Head (Behaviour and Culture) To manage the administration of Internal Suspensions under the direction of the Assistant Head (Behaviour and Culture) To Line Manage the PBSM (Inclusion). To direct the work of the Inclusion PBSM
General Duties:	<ul style="list-style-type: none"> To share in the corporate responsibility for the well-being and behaviour of the students attending the school. To deputise in the absence of other staff as required To follow a mutually agreed programme of continuing professional development.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.