

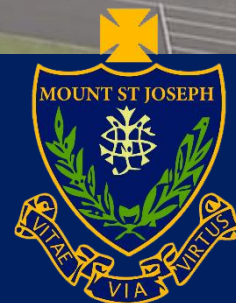


# Inclusion Manager

Start date: 4<sup>th</sup> March 2024 or as soon as possible after this date

Closing date: Sunday 18<sup>th</sup> February 2024\*

\*Please note, the vacancy may close prior to this date



# Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Inclusion Manager at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (33%) and our pupil premium is 35%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

*A Devany*

Headteacher

# About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



# Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Baring Service check.

# Key facts and Statistics

Age range	11- 16
Location	Bolton
Attendance	94%





# Job Description

**Hours** 37 hours per week

**Contract type** Term time + 5 training days – Permanent

**Salary** Grade G point 23-27

## Job Purpose

- To work in partnership with the Pastoral Teams to improve opportunities and engagement for students.
- To manage the behaviour support officer
- To manage the organisation and supervision of the RESET and reflection room.
- To lead and implement intervention work in relation to behaviour in conjunction with senior leaders
- To work closely with the pastoral team to ensure continuity of behaviour provision throughout the school.
- To provide suitable intervention provision to help support academic, emotional, social, and behavioural progress.
- To ensure students achieve academically and that they are able to reintegrate back into mainstream lessons and re-engage with education.
- To ensure a positive ethos in the centre, reflection room and RESET room.
- To ensure that there are positive relationships with parents of students attending the centre, reflection room and RESET room.
- To ensure there is improved learning and development for all students in the centre, reflection room and RESET room.
- To work closely with SLT to support with Alternative provision
- To ensure efficient and effective use is made of staff, accommodation and resources to provide good value for money.
- To work closely with the leadership team to ensure an appropriate and effective curriculum pathway for all learners.

## Principal (Core) Responsibilities

- To work in partnership with the Pastoral Teams to improve opportunities and engagement for students.
- To provide suitable intervention provision to help support academic, emotional, social, and behavioural progress.
- To ensure students achieve academically and that they are able to reintegrate back into mainstream lessons and re-engage with education.
- To inspire students and staff to realise their potential.
- To liaise with the SEND, Pastoral, Heads of Department, and the Inclusion Team as required.
- To review, as appropriate, policies, procedures and processes, including health and safety and to maintain a staff and student learning culture.
- To ensure high standards of teaching and learning within a stimulating and well-structured environment.
- To monitor, evaluate and review the quality of teaching and learning within the centre.
- To develop, implement and review an effective and innovative curriculum that will meet the needs of students for this stage and their next stage of learning.
- To promote and support the professional development of all staff.
- To develop and maintain an ethos in which all staff feel valued.
- To ensure effective performance management for all staff within your team.
- To write, implement, develop and review appropriate policies.
- To set, manage and monitor budgets to ensure effective and efficient use of resources.
- To work closely with the Student Inclusion Officer and to support the running of the Reflection and Reintegration Unit, completing some sessions in there.
- To create and deliver targeted interventions to support positive behaviour for learning for students and to overcome potential barriers to learning.
- To maintain a high standard of student behaviour through strong discipline, effective teaching, appropriate student guidance and effective communication with, and involvement of, parents and carers.
- To report regularly on the impact of any interventions, ensuring accurate records are maintained.
- To maintain an approachable and visible presence in the centre and around school.
- To provide accurate and comprehensive information and advice to SLT on the progress of the unit.
- To ensure parents, carers and students are regularly provided with good quality information and advice on curriculum, attainment and progress.
- To listen, question and respond to what is being communicated by children, young people and those caring for them.
- To mentor targeted students in order to support with reintegration.



# Person Specification

Essential	Desirable
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Experience of working with vulnerable groups
Ability to build effective working relationships with all students and colleagues	Developing student behaviour initiatives and encouraging a positive culture
Ability to promote a positive ethos and role model positive attributes	Experience of working within school internal exclusions
Excellent personal numeracy and literacy skills	Experience of resilience building strategies
Effective use of ICT.	Teaching or equivalent experience across the full ability and age range in a variety of school contexts
Working knowledge and understanding of principles of child development, learning styles and independent learning	
Understanding of inclusion, especially within a school setting	
Ability to use other basic technology.	
GCSEs in Maths & English (Grade A – C) or equivalent	
Ability to empathise and display patience and understanding towards students in crisis	
Experience of relevant professional development	
Ability to build and maintain effective relationships with parents and carers	
Excellent attendance and punctuality record	
Commitment to raising standards for all students in pursuit of excellence	
Have leadership skills which recognise and respond to difficulties as well as celebrate the achievements of the school	
Ability to lead, inspire, motivate and manage people	
Committed to effective working relationships, giving and receiving support from others	
Ability to communicate as an active listener, orally and in writing	
Good reasoning powers and the ability to make considered decisions in a variety of situations	
Self-motivated and able to work with initiative	
Demonstrate effective time management skills	
Strong commitment to the school ethos	
Has a real presence and personal impact within school	



# Application Details

Thank you for taking the time to view the details for the Inclusion Manager position.

If you require any further information about the post or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.

Please send all completed forms to [pasquillk@msj.bolton.sch.uk](mailto:pasquillk@msj.bolton.sch.uk)

