

Job Profile

Job Title:	Inclusions Manager	Job Reference:	Pay Range 14-18 35 hours (8.30 – 4.30) 1 hour unpaid lunch – Term time only
Location:	Reigate School	Travel Required:	No
Core Purpose			
<ul style="list-style-type: none"> To support the work of the school in raising the achievement and aspirations of vulnerable students To supervise the Children's Support Centre, working daily with vulnerable students and building relationships To develop and implement long-term behaviour plans that will guide staff to support students to overcome barriers to learning To assist the Deputy Headteacher/Associate Assistant Headteacher in working proactively with students who are at risk of permanent exclusion 			
Key accountabilities			
<ul style="list-style-type: none"> To work with the Leadership Team to raise standards of student behaviour throughout the school To identify support needs of students on entry to the Children's Support Centre (CSC) and create support plans for their reintegration to the classroom environment To support the Heads of Year in establishing effective strategies in all areas of pastoral care To support the Deputy Headteacher/Associate Assistant Headteacher in liaising with external agencies such as the In Year Fair Access Panel and alternative provision units To plan early intervention programmes to support the behaviour and wellbeing of targeted students To work with the teaching team to log and maintain timely accurate records of student behaviour To send written communication to parents and carers relating to behaviour incidents including restore sessions, isolations and exclusions To work with students and colleagues to develop, agree and implement time bound action plans for identified students, set targets, and agree and record a plan of outcome with actions, review points and an exit strategy To contribute to reviews and work towards the objectives of this plan where a student already has an individually tailored plan To provide holistic and preventative support to individuals and groups of students where social and emotional issues are proving to be barriers to the child's educational progress and sharing information as appropriate To encourage students to express their emotions safely and to develop their ability to think through challenging situations To interact with students according to the individual's level of emotional development and not necessarily their chronological age 			

- To teach students how to value and respect the contributions of others and how to build and maintain healthy relationships with both adults and peers, reinforcing the importance of the schools values
- To create and maintain a calm, nurturing, and organised Ready, Respectful and Safe environment
- To support the development of effective communication and good working relationships between school, families and other support agencies in the community

Personal Development / Continuing Professional Development

- Taking responsibility for own continued professional development
- Evaluate own performance regularly
- Participate in training and other learning activities as required.

Strengthening Community

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

Accountable to

- Deputy Headteacher/Associate Assistant Headteacher
- Reigate School expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

Reigate School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

Job Title: Inclusions Manager		
	Essential	Desirable
Professional and Experience		
Degree or equivalent qualification		✓
Relevant NVQ at Levels 3 or 4		✓
CPD training in Behaviour Management		✓
CPD training in restorative practices		✓
Experience in working in a Secondary school environment		✓
Mentoring experience		✓
Professional Experience		
Able to create an effective, engaging learning environment	✓	
Able to work with and champion vulnerable children to achieve positive behaviour outcomes	✓	
Able to demonstrate openness, perseverance and humour		✓
Able to promote high standards of behaviour and a good working ethos	✓	
Able to plan, organise and prioritise own work schedule	✓	
Able to clarify and explain instructions to students	✓	
Able to communicate effectively with students, colleagues and parents	✓	
Able to think through and implement strategies to enhance student behaviour		✓
Able to maintain records and confidentiality	✓	
Personal Attributes		
Proven positive behaviour management skills	✓	
High aspirations and the belief that all students can achieve success	✓	
Self motivation, concentration and ability to stay calm under pressure	✓	
Able to reflect objectively on own performance	✓	
Good communication, planning and organisational skills	✓	
Acts as a positive role model to staff and students, demonstrating a 'can-do' attitude	✓	
Effective team member who uses initiative effectively		✓
Commitment and understanding of equal opportunities	✓	
Commitment to continuing professional development		✓
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child Protection policy	✓	