



South
Nottinghamshire
Academy

Inclusion Manager

Job Description

Location: South Nottinghamshire Academy

Salary: Redhill Academy Trust Pay Scale, Band 10, Scale Points 46 - 50

Hours of work: 37 hours per week, term time + 2 weeks

Responsible to: Deputy Headteacher

Post objective: To manage the academy's Inclusion provision and oversee the alternative provision for students.

Main Duties and Responsibilities:

Organisation & Support – Staff

- Manage the day to day running of the Inclusion provision and its staff, (including staff from outside agencies)
- Distribute tasks within the Inclusion team according to skills level and availability, managing work schedules and ensuring quality of work.
- Carry out Performance and Development Reviews for Inclusion staff.

Inclusion Provision

- Ensure suitable provisions and support are in place.
- Responsible for setting up full/part time alternative provision for students who are at risk of permanent suspension.
- Liaison with external providers on a regular basis
- Responsibility for organising and overseeing alternative education for students following sixth day of suspension and students struggling with attendance (Academy21)
- Support staff and students by setting up suitable workshops.
 - Anger Management
 - Social Skills
 - Decision Making
 - Expected behaviour in school
 - Emotional Literacy
 - Social and Emotional Awareness
 - Rethinking my Behaviour
 - Re-tracking my Behaviour

- Attend appropriate re-admission meetings including governor disciplinary hearings when required.
- Provide reintegration packages for students returning from fixed term suspension.
- Management of Isolation, including organising resources and staffing.
- Attend the Head of House meetings and providing relevant data.
- Update the Inclusion Register.
- Review/evaluate and implement the Inclusion action plan.
- Assist with the training of new staff and student teachers on behaviour management strategies.
- Review and evaluate quality of alternative provision.

Academy Alternative Provision/Reintegration centre (RIC)

- Manage and organise the day-to-day running of withdrawal from lessons and supervised study rooms liaising with teaching staff as required.
- Supervise students attending withdrawal from lessons and the supervised study rooms.
- Evaluate delivery of withdrawal from lessons and lead on developing the alternative provision offered.
- Communicate and be responsible for booking students into the RIC.
- Maintain overview of students accessing the RIC and visit when necessary.
- To ensure all alternative provision providers have all relevant safeguarding checks in place in line with keeping children safe in education requirements
- To oversee the academic progress and attendance of all students on alternative provision and ensure that AP files are all kept up-to-date and well maintained.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- To be a member of the academy's wider safeguarding team, supporting the DSL and DDSL.
- + 2 weeks is paid outside of term time. This can be utilised in a number of ways as directed by SLT. Part of this additional paid time will require the Inclusion Manager to attend parents' evenings and other similar evening events; in addition to managing the 'Withdrawal from Lesson' provision.

Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.

