

St Edmund Campion Catholic School

Job Description

POST:	Inclusion Manager
RESPONSIBLE TO:	Vice Principal Personal Development, Pupil Welfare, Behaviour and Attitudes
SALARY:	Grade 4 Term Time Only
KEY RELATIONSHIPS:	SLT, Vice Principal/Assistant Principal, Heads of Year, Pastoral Assistants, Form Tutors
LOCATION:	St Edmund Campion School, Erdington
WORKING PATTERN:	36.5hrs – Term Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion School will role model the Catholic values of the school at all times and support the school in delivering on it's vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will support the school in managing the needs of students who require particular support to overcome behavioural, emotional or social barriers to learning in order for them to engage fully with learning in a mainstream context.

Accountabilities – Specific

- Identify, alongside attendance team/ HOY/HOD student who may require intervention for attendance/ social / emotional/ behavioural needs in order to support them returning to regular lessons.
- Manage the student behaviour and be involved in supervision and running of the Reflection Room within the school where appropriate.
- To meet and greet students upon arrival to school/reflection.
- Provide pastoral support and guidance to students and assist in their behavioural/emotional/social and academic development.
- To manage and create a calm, working atmosphere with the minimum of disturbance and confrontation whilst applying the whole school expectations assertively and fairly.
- To undertake comprehensive assessments of students to
 - o determine those in need of particular support and;
 - o target personalised interventions.
- Challenge and motivate students, as well as promote and reinforce self-esteem.
- Provide information and advice to enable students to make choices about their own behaviour.
- Provide feedback to students in relation to their progress, achievement, behaviour and attendance.
- Identify students who require reasonable adjustments to their curriculum provision in order to manage their behavioural needs.
- Liaise with the SENCO regarding students who require additional academic/behaviour support and have SEND needs
- To observe lessons when students return to lesson after a given period of time out of the classroom, to help support their transition back to regular lessons in the main school.
- Manage and develop in liaison with the HOY/HOD students who require individual/small group intervention around behavioural/social/emotional and academic needs
- Manage the reintegration of students who's attendance has become a barrier to accessing education or who have been either removed from normal lessons for a short period of time.
- To be a visible presence around school where appropriate and to undertake break and lunchtime duties where appropriate.
- In response to referrals made by the Attendance/Behaviour and Inclusion Team, actively research appropriate interventions, activities, courses, organisations and individuals to provide support for students to more effectively manage their behaviour.
- Use specialist knowledge and/or experience to be responsible for the preparation of

plans, resources and equipment to support students with identified social/emotional/ behavioural/academic needs.

- Support the Attendance Officer with the wider monitoring of attendance and punctuality.
- Liaise with subject leads to ensure work is up to date and relevant for each curriculum area.

General

- To encourage students to interact and work co-operatively with others and engage all students in activities
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake any other duties which may be assigned to the post from time to time as directed by the Principal.
- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue or concern
- Remain vigilant to ensure all students are protected from potential harm
- The post-holder will be expected to undertake any appropriate training provided by Saint Edmund Campion Catholic School to assist them in carrying out any of the above duties.
- Support with the delivery of whole school curriculum activities such as enriched curriculum time, super learning days and trips and visits as directed
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Principal or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant CRB checks.

Person Specification-Pastoral Assistant

	Essential	Desirable
Education/Qualifications		
Numeracy and literacy skills equivalent to Level 2 or above	√	
Relevant professional training or development	√	
First Aid Training (will be provided)		√
Experience		
Working with or caring for children of relevant age	√	
Collaborative and supportive work with colleagues within the organisation	√	
Collaborative and supportive work with parents		√
Skills and Knowledge		
Basic understanding of child development and how children learn	√	
Understanding of relevant policies/code of practice and awareness of relevant legislation		√
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		√
Ability to relate well to young people and adults	√	
Good oral and written communication skills	√	
Good listening skills	√	
Proficient ICT skills appropriate to the role, including audio visual and copying equipment	√	
Effective time management	√	
Effective and efficient organisation and administrative skills	√	

Committed to continual personal and professional development	√	
Personal Qualities		
A commitment to maximising the academic, personal, social and emotional development of all students	√	
Work constructively as part of a team	√	
Willing to work within organisational procedures, processes and to meet required standards for the role	√	
Be resilient and demonstrate ability to work well under pressure	√	
Able to adopt a flexible working practice	√	
Excellent record of attendance and punctuality	√	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	√	