

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Inclusion Manager	Location	The Hart School
Salary	Grade 6, SCP 9-15 (£23,439 to £25821 per annum actual salary)	Hours	37 hours per week, term-time only
Department	Inclusion Manager	Reports To	SLT Link for Behaviour

JOB PURPOSE:

To contribute to the overall achievement of students by developing positive behaviour and learning habits. To support students who need additional help with behaviour management through the school's internal exclusion facility. To support the year teams in implementing the school improvement plan.

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities

- Establish Positive relationships with students and their families.
- To support the safeguarding of all students and routinely update on any concerns on CPOMS.
- To support high-profile students during lessons and unstructured times through the internal exclusion facility, to promote a calm and productive environment.
- To respond to on call and book into the school's reflection room.
- To monitor the behaviour hotspot areas to prevent truancy and damage to school property.
- To staff the Internal Exclusion room and to provide cover for other allocated staff as appropriate.
- Ensure that internal exclusion workspaces are well presented and are maintained in line with school health and safety expectations.
- Support punctuality detentions and support the attendance to any other form of behavioural detention.
- Complete gate duties as directed by the SLT support.
- To be on duty, as directed, across the school during breaks.
- Liaise regularly with parents and carers and work collaboratively with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- To contribute to the completion and implementation of a Student Support Plan, which clearly identify a students' needs, the stakeholder's actions and clear consequences of breaching the agreement as well as attending regular review meetings as required.
- To keep accurate records of interventions with students and accurate evaluations of the impact of intervention.
- To support the running of re-admission meetings and to ensure accurate records are kept on Arbor.
- Provide students with behaviour support on a 1:1 basis or in small groups, as directed by the Assistant Principal for Behaviour or the Senior Leadership Team.
- To lead on restorative interventions, which support students positively and sensitively resolve conflict.
- To ensure new students receive an induction into the Reflection Room and that expectations are made clear.
- Support the promotion of parent and carer evenings and take action to improve attendance to these events.

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- Provide behaviour support in assemblies when required.
- To maintain a high level of confidentiality.

Support for the school

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.
- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Support The Hart School's vision and ethos of providing high quality educational provision and duty of care.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

Supporting the work of Creative Education Trust

- Contribute to collaborative work across Creative Education Trust schools by participating in trust wide work and projects.
- Participate in Creative Education Trust and sector wide activities to share best practice.
- Undertake any other reasonable duties deemed appropriate to the role.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and maths. Grade C or above (or equivalent) 	<ul style="list-style-type: none"> A knowledge and understanding of learner's needs in a specialist area.
EXPERIENCE	<ul style="list-style-type: none"> Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements Understanding of aims, content, teaching strategies and intended outcomes in lessons Working and supporting learners in an educational environment Experience of effective delivery of specific areas of the curriculum to individuals and in small groups Knowledge of the key factors affecting the way young people learn Knowledge of a range of strategies to establish purposeful learning and promote good behaviour Teamwork – Proven experience of effective team and independent working 	<ul style="list-style-type: none"> Successful experience in the Secondary setting
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving. Commitment to regular and on-going professional development and training to establish outstanding classroom practice. Use of ICT to advance both own and students' learning 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Motivation to work with children Ability to form and maintain appropriate relationships and personal boundaries Emotional resilience in working with challenging behaviours and attitudes Must have excellent communication skills, both verbal and written. 	

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	<ul style="list-style-type: none"> • Must have the ability to work calmly under pressure and have the ability to adapt quickly. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.