



## Job Description

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**Job title:** Inclusion Manager  
**Reports to:** Head of College (Vice Principal)  
**Location:** The Hundred of Hoo Academy

### Our Vision

At The Hundred of Hoo Academy, we will combine good manners and etiquette with 21st Century innovation and creativity to ensure our pupils are more than just educated, they become globally minded citizens who will be empowered to change their own lives and the lives of those around them.

### Our Values

The ethos created within our community are based on the values we promote:

ASPIRE – to the very highest standards

ACHIEVE – to the best of our ability

EXCEL – in all that we do.

### Job purpose

- To supervise and coordinate the implementation and delivery of the Academy's Isolation Unit called the Learning Support Unit (LSU) as part of the Academy's Behaviour Management system.
- To educate, practice and provide feedback and strategies on positive attitudes and social skills.
- To promote the importance of inclusion not exclusion with students.
- Supervision and control of young people within Isolation, ensuring pupils are completing assigned work to a good standard and provide opportunities for pupils to reflect on their behaviour and attitudes.

### Main duties and key responsibilities:

- To manage the day to day running of the LSU, ensuring pupils are effectively supervised and high standards of behaviour are achieved.
- To ensure that pupils are aware of the procedures and expectations whilst in the LSU and reinforce the reasons for the sanction where necessary.
- To communicate to staff the daily LSU register.
- To be responsible for ensuring there is work provided by staff and ensuring that all work is effectively distributed to students and returned to subject areas or submitted at the end of the day.
- To notify Senior Leaders / Heads of Department of any issues relating to work provided, either in quantity or quality.
- To communicate set work to students and offer help and guidance as required.
- To provide feedback and encouragement to students in relation to their progress whilst in LSU.
- To complete a reflection sheet with each pupil and submit to the Vice Principal and College Teams for reference.
- To communicate with parents the confirmed referral date and update parents if pupils are not being successful. Alongside this, communicating with parents when pupils are showing good behaviour.
- To maintain LSU data for records for the Vice Principal (Behaviour & Attitudes).

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

#### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and 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 academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.