



Location: The Oakwood Academy, Bewcastle Road, Warren Hill, Nottingham NG5 9PJ

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

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

Responsible to: Assistant Headteacher

Post objective: To lead the Academy's Inclusion Provision including the management of the Student Support Centre and Alternative Provision.

Main Duties and Responsibilities:

Organisation and Support – staff

- Manage the day to day running of the Inclusion provision within the Student Support Centre and its staff (including staff from outside agencies)
- Distribute tasks within the inclusion team according to skill levels and availability, managing work schedules and ensuring quality of work.
- Contribute to Performance and Development Reviews for Inclusion staff, following the My Contribution process.
- To work closely with the SENDCo to formulate a holistic package of support for students utilising Teaching and Behaviour Assistants.

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 or need additional support.
- Liaise with external providers and services on a regular basis.
- Responsibility for organising and overseeing alternative education for students following the sixth day of suspension and students struggling with attendance including direct liaison with the Reintegration Centre.
- Support staff and students by setting up suitable workshops including, but not limited to:
 - Anger Management
 - Social Skills
 - Decision Making
 - Expected behaviour in school

- Emotional Literacy
- Social and emotional awareness
- Rethinking behaviour
- Re-tracking my behaviour
- Attend appropriate re-admission meetings including Governor Disciplinary hearings when required. Provide reintegration packages for students returning from fix term suspensions, following the graduated response system.
- Attend Pastoral meetings (including Trust Inclusion Network meetings) and provide relevant data as required.
- Review, evaluate and implement an inclusion action plan following the Route to Inclusion model.
- Assist with the training of new staff and student teachers on behaviour management.
- Review and evaluate the quality of alternative provision.
- Maintenance of the Academy 'off-roll' file.
- Maintenance and leadership of student Part time timetables and Risk Assessments.
- To attend Safeguarding, Attendance and Student Support (SASS) meetings to offer direct support as part of the Academy's Graduated Response.

School Alternative Provision/Reintegration Centre (RIC)

- Support and supervise the day to day running of Withdrawal From Lessons and Supervised Study Room liaising with staff as required.
- Communicate and be responsible for booking students into the RIC.
- Maintain an 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 alternative provision files are all kept up-to-date and well maintained.
- Support the organisation and leadership of whole school detentions.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- To be a member of the school's wider safeguarding team, supporting the DSL and DDSL (training to be completed where relevant).
- The additional two weeks is paid outside of term time. This can be utilised in a number of ways as directed by the Senior Leadership Team such as attending parents' evenings and other similar evening events, staff meetings, and directed activities during the regular school holidays as agreed.
- Undertake any other duties which might be reasonably be regarded as within the responsibility 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 role.