



Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

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: Assistant Headteacher & Operations Manager

Post objective: To manage the Student Support Centre and oversee the School's alternative provision for students.

Main Duties and Responsibilities:

Organisation & Support – Staff

- Manage the day to day running of the Student Support Centre and staff working in it, (including staff from outside agencies)
- Distribute tasks to staff supporting in the Centre according to skills level and availability, managing work schedules and ensuring quality of work.
- Contribute to Performance and Development Reviews for staff working in the Centre.

Student Support Centre

- Ensure suitable provisions and support are in place.
- Responsible for setting up part time alternative provision for students who are at risk of permanent exclusion.
- Liaise with external providers on a regular basis.
- Organise and oversee alternative education for students following sixth day of exclusion and students struggling with attendance
- 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
 - Reframing my Behaviour
- Attend appropriate re-admission meetings including governor disciplinary hearings.

- Provide reintegration packages for students returning from fixed term exclusion.
- Attend the Head of House or other meetings where appropriate and provide relevant data.

Alternative Provision

- Update the At-Risk Register.
- Review/evaluate and implement the Student Support Centre action plan.
- Assist with the training of new staff and student teachers on behaviour management strategies.
- Review and evaluate the quality of external alternative provision by maintaining accurate records, regular liaison with alternative providers and termly visits to settings.
- Manage and organise the day-to-day running of withdrawal from lessons, liaising with teaching staff as required.
- Supervise students attending withdrawal from lessons.
- Evaluate delivery of withdrawal from lessons and lead on developing the alternative provision offered.
- Maintain overview of students accessing the DRIC and visit when necessary.

General

- Attendance at staff meetings and INSET activities where relevant.
- Uphold and actively support the school's policies and procedures.
- 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 a regulated activity with children and requires an enhanced DBS clearance for the position.

Must have an understanding of equal opportunities and a commitment to the School's Policy.



Tupton Hall School

REDHILL ACADEMY TRUST

INCLUSION MANAGER

Person Specification

	Essential	Desirable
Experience	• Experience in an educational setting, working directly with children and young people. (A) • Experience in dealing with the complex needs of young people. (A,I,R) • Familiarity with Microsoft Office software (Word, Excel, etc.) and with email and internet. (A,I) • Drafting letters, reports, minutes of meetings, clearly, concisely and in appropriate styles. (A,I) • Fact finding, research and report writing. (A,I)	• Experience of SIMS programs. (A)
Personal Qualities	• Proven interpersonal and communication skills to deal effectively with staff, pupils, parents, governors and outside agencies. (A,I,R) • Calm, caring and supportive approach to children and adults. (I) • Mature approach to emotionally demanding work (A,I) • Proven self-motivation and ability to work on own initiative. (R) • Positive, enthusiastic and energetic personality. (A,I) • Have a flexible approach to working hours and content of work. (A,R) • Willingness to accept responsibility. (A,I) • Calmness in responding to emergencies and the unexpected. (A,I)	

Education and Training	• Good standards of literacy and numeracy (Level 3 or appropriate qualifications for the role). (A) • Qualified, with a minimum of 2 years' experience in a similar role. (A) • Commitment to undertake further training e.g. MAPA (Management of Actual or Potential Aggression), ICT, Health and Safety, Safeguarding courses. (I)	
Skills/Aptitudes	• Excellent all-round communication skills with adults and children and ability to demonstrate tact and sensitivity. (A,I) • Ability to identify need for action and act calmly in responding to emergencies and the unexpected. (A,I,R) • Proven ability to prioritise tasks, manage time effectively, work on own initiative and meet deadlines. (A,I,R) • Ability to work as part of a team and contribute to the overall success of the team. (A,I,R) • Ability to maintain confidentiality. (A,I,R)	

Specific Requirements	• Ability to drive and with access to own transport (travelling expenses may be claimed) (A) • Ability to work in line with the ethos, culture, overall aims and policies of the School. (A,I) • Ability to work flexibly and undertake other duties when required to support the need of students. (A,I) • Understanding of statutory requirements including Safeguarding, Child Protection, Equal Opportunities, Inclusion and Health and Safety. (A,I) • Excellent attendance record. (A, R)	
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A – Application Form

I – Interview

R – References