

Long Stratton High School

Job Description

Name:	
Job Title:	Inclusion Support
Salary range / job grade:	NJC 7 - 11 - (£17,584 - £19,033 - actual salary)
Responsible to:	Assistant Head – Behaviour and Attitudes
Responsible for:	Supporting the Inclusion facility and Rewards system while contributing to the overall Pupil Development Team’s work.
Effective Date:	September 2023

Role and Context	
General Duties and Responsibilities:	The purpose of this post is to support the effective day-to-day operation of our Internal Exclusion Unit (IEU) and manage the rewards systems in school. In so doing, it will help pupils to achieving their potential through proactive support and intervention. The role is a key member of the Pupil Development Team (PDT), and as such will work co-operatively within that team. • To run the Internal Exclusion Unit (IEU), upholding excellent behaviour expectations and standards of discipline while administering the IEU function. This includes ensuring pupils have and complete the appropriate work and recording pupils’ effort and behaviour in the IEU. • Support pupils in relation to their individual needs when they spend time in IEU, including entry and exit conversations with students in the IEU to ensure they are aware of procedures and standards, to reinforce the reasons for the sanction and support pupils to improvement behaviour and relationships. • Support pupils to make productive use of their time in IEU, including reflection, showing excellent behaviour and working hard. • To run the rewards systems, including extracting and processing data, distributing rewards, maintaining displays and produce weekly behaviour reports for the Pupil Development Team and Form Tutors. • To administer appropriate sanctions as per the school policies. • Administering the reciprocal arrangements between the Trust schools for off-site IEU provision. • To contribute to raising standards by ensuring high expectations are promoted for all pupils, and in particular commitment to learning and being “Safe, Respectful and Ready” as per the school Golden Rule. • Deal with any issues raised by pupils during discussions promptly and inform relevant staff of the issues and the action taken, ensuring external support as necessary. • Support the Heads of Year to liaise with parents, teachers, pupils and external agencies/providers as necessary (such as CAMHs, Early Help Hub, Social Workers, MASH, CADS and Police) and specifically the Medical Needs Team (were a pupil may be medically unfit to attend school) including the flow of work between home and school. • Report and help to resolve any issues relating to Child Protection as quickly as possible using the school procedures and CPOMS. • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Ensure all pupils have equal access to opportunities to learn and develop.

	• Attend meetings as required. • Support the Assistant Head – Behaviour and Attitudes as needed. • To use BromCom to record pupil information, including positive and negative behaviour. • Work as an effective member of the Pupil Development Team and identify opportunities for working with colleagues and sharing the development of effective practice with them.
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General Duties:	• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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Signature:	Date:

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.