

# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

## Stepney Learning Centre & Inclusion Manager

Role title	Stepney Learning Centre (SLC) & Inclusion Manager
Purpose of role	To contribute significantly to the management of student behaviour and Inclusion at Stepney All Saints school
Line Manager	Stepney Learning Centre & Inclusion Manager
Salary	MPS/UPS plus TLR 1A (£8,706.00)

### Key Duties:

1. To oversee the staffing of the SLC and the internal suspension facility.
2. To ensure all students in the SLC have the opportunity to make good progress.
3. To sit on the behaviour sub-group of SLT twice weekly.
4. To contribute, complete and oversee all EHA and FAP submissions.
5. To coordinate the educational provision of students completing SLC placements and internal suspensions. This includes coordinating the schedule of lessons in the SLC delivered by mainstream teachers.
6. To line manage the team of key stage 3 and key stage 4 Behaviour and Progress Officers (BPOs) and SLC staff ensuring rotas and work schedules are up to date.
7. Contribute to whole school behaviour management through high profile and completion of whole school duties and supervision.
8. To liaise with HOYs to identify and track students displaying patterns of behaviour that are obstacles to learning. In addition to identify appropriate support packages for these students as early intervention.
9. To liaise with London East Alternative Provision (LEAP) staff regarding referrals to and from SASS through the Tower Hamlets Fair Access Protocol (FAP). This includes 6<sup>th</sup> day provision arrangements.
10. To complete a teaching loading of up to 20 periods every two weeks. The majority of this will be scheduled SLC lessons.
11. Ensure the health, safety and welfare of students is maintained at all times.
12. Organise regular review meetings for students in the SLC in accordance with their admittance plan.
13. Contribute or lead reviews for students on the learning support list at school action, or the statutory annual review of any student in the SLC with a statement of SEN, or the PEP review for any child in care, or EHA reviews.
14. Support students from the SLC when they work in / return to mainstream classes, identifying strengths and areas for further development.
15. Keep up to date with appropriate research, developments and legislation impacting on the work of SLCs/LSUs.
16. To complete reintegration programmes for students returning to mainstream lessons after



- internal or external placements/suspensions. In addition to coordinate transition programmes for students arriving as FAP or hard to place.
17. To devise and complete internal reintegration programmes (RIG) for targeted students (6 week programme).
  18. To record all relevant information on the school's student information system.
  19. Establish productive working relationships with students in the SLC, acting as a role model and setting high expectations.
  20. To investigate student incidents and coordinate response from behaviour team.
  21. To oversee training for the behaviour and inclusion staff, this includes EHA completion.
  22. To oversee the tracking data input of students placed in the SLC.
  23. To coordinate subject reduction timetables for targeted students.
  24. To contribute key information for the Head teacher's report.
  25. To liaise and coordinate with the SENDCo to ensure all students receive a high quality learning experience in the SLC.
  26. To promote and support inclusion for all children including pupils with SEN, EAL and those with a physical disability.
  27. Support collaborative work between the Stepney Learning Centre and the main school.
  28. To support individual teachers/departments with support strategies to improve behaviour management in the classroom/across a department.
  29. To lead on and coordinate PSHE lessons/materials for students in the SLC and/or internal suspension.
  30. To coordinate workshops and materials for students according to reason for concern.
  31. To demonstrate a flexible approach to supporting pupil progress through effective behaviour management.
  32. Contribute to the provision of training for any members of staff or groups of staff, including non teaching staff, in the area of behaviour management and the role / work of the SLC.
  33. To produce materials and lead on staff INSET on topics related to all forms of inclusion.
  34. To attend and joint chair the school inclusion panel.
  35. To undertake first aid and safeguarding training as required.

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents' evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: