



Co-op Academy
Priesthorpe

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Inclusion Manager
Grade:	C3
Responsible to:	Assistant Principal – (Behaviour and Inclusion)
Contact type:	Permanent, Full Time 37 hours per week, Term Time Only + 5 days

Purpose of the post:

To lead in supervising the academy's Inclusion Unit on a daily basis, ensuring clear and concise expectations of behaviour are defined and upheld.

Specific Responsibilities

- Set up the Inclusion Unit rooms and on-call system on a daily basis and provide all relevant paperwork.
- Liaison with Year Managers and Assistant Principal over students who are being placed in the Inclusion Unit, being responsible for their conduct and progress.
- Collaborate with colleagues in the assessment of students to support the determination of specific needs / requirements of individuals.
- Work with individuals to ensure they are accessing learning during their time in the Inclusion Unit.
- To maintain a consistent approach to behaviour management and high expectations of engagement in learning
- To help develop positive approaches towards disaffected pupils.
- Liaison with teaching staff regarding work for pupils whilst in the Inclusion Unit.
- Facilitating and supporting work of pupils while in the Inclusion Unit.
- To prepare reports on impact of Isolation work as required by senior staff.
- To work closely with academy staff, seeking to meet the needs of individual students and change those behaviours and attitudes that inhibit their progress at school and create barriers in their learning.
- Support other staff in ensuring that the educational setting of the student effectively meets their needs.
- To provide regular feedback to the Assistant Principal, pupils, parents, teachers as appropriate, regarding progress made by individuals.
- Support the challenge and motivation of students, promoting and reinforcing self-esteem.
- Provide regular behaviour data for identified groups of students as required by senior staff.
- Promote positive values, attitudes to learning and good pupil behaviour in line with academy policy.
- Liaise with parents, staff and outside agencies where necessary.
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.

- Liaise with other local secondary schools to organise off site provisions for students who need an alternative to exclusion.
- To support the Reflective Behaviour Centre (RBC) Manager to ensure the climate for learning in the Restorative Hub is excellent.
- Be aware of and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in, meetings and training activities as required.
- To undertake other duties and activities within the scope of the post as directed by the line manager. A flexible timetable during the academy day may be required to accommodate student(s) with specific needs.
- Follow Health & Safety and risk assessments procedures.

Management (implementation) including Performance Management

- Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities.
- Maintain up-to-date role specific knowledge.

Monitoring

- To monitor progress of pupils following placements in the Inclusion Unit and in line with the academy Improvement Plan.
- Actively monitor systems to achieve efficiency and value for money.

Evaluation

- Evaluate impact of resources and systems.

Other

- Responsible for a student coaching group.

Strategic Direction and Development of Co-op Academy Priesthorpe

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.
- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the Trust's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.

- Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Take advice on establishing priorities for expenditure and the cost effective use of resources.
- Work within the academy's Quality Assurance framework.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Signed: _____ Date : _____

PERSON SPECIFICATION – Inclusion Manager

	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> ● GCSE in English and Mathematics at grade C or above 	✓	
Experience		
<ul style="list-style-type: none"> ● Use of relevant ICT software packages 	✓	
<ul style="list-style-type: none"> ● Relevant experience in an academy setting 		✓
<ul style="list-style-type: none"> ● Experience of successful working with Restorative Practice 	✓	
<ul style="list-style-type: none"> ● Experience of successfully working with young people aged 11-16 with behaviour issues to modify behaviour 	✓	
Knowledge and Skills		
<ul style="list-style-type: none"> ● Ability to interact positively with students and staff 	✓	
<ul style="list-style-type: none"> ● To have a good working knowledge of SIMS 		✓
<ul style="list-style-type: none"> ● To be able to demonstrate proficient ICT skills 	✓	
<ul style="list-style-type: none"> ● To be able to use initiative and have well-developed problem solving skills 		✓
<ul style="list-style-type: none"> ● To be able to monitor and evaluate procedures effectively 	✓	
<ul style="list-style-type: none"> ● Communicate effectively with students, parents and other colleagues 	✓	
<ul style="list-style-type: none"> ● Work under pressure 	✓	
<ul style="list-style-type: none"> ● Organise and develop effective systems 	✓	
<ul style="list-style-type: none"> ● Take initiative and work independently 	✓	
<ul style="list-style-type: none"> ● Work to high levels of accuracy 	✓	
<ul style="list-style-type: none"> ● Prioritise and plan to ensure completion of tasks 	✓	
<ul style="list-style-type: none"> ● Evidence of highly effective mentoring/coaching skills 	✓	
<ul style="list-style-type: none"> ● Produce and differentiate learning materials 		✓
Other		
<ul style="list-style-type: none"> ● Is committed, resilient, robust and resourceful 	✓	
<ul style="list-style-type: none"> ● A record of reliability and integrity 	✓	
<ul style="list-style-type: none"> ● Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a professional 	✓	
<ul style="list-style-type: none"> ● Humour, optimism and ambition 	✓	
<ul style="list-style-type: none"> ● Willingness to participate in further training and CPD 	✓	
<ul style="list-style-type: none"> ● To be able to understand and be committed to equal opportunities for all members of the Trust community 	✓	
<ul style="list-style-type: none"> ● Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners. 	✓	

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

This post is subject to an enhanced DBS disclosure. The post-holder must be committed to safeguarding the welfare of children.