



JOB DESCRIPTION

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| Post: | Inclusion Manager |
| Scale: | Grade H (NJC SCP 29-31) 37 hours per week, term time only + 10 days |
| Responsible to: | Assistant Principal |
| Responsible for: | Excluded students who are referred to the Inclusion Room from Cowley and other schools incorporated in Service Level Agreements and others by agreement Learning Assistant (Inclusion) |

Purpose of the Post:

Work with the College Pastoral team, under the guidance of the Assistant Principal to provide a service which will assist in addressing the needs of pupils and so overcome barriers to learning.

Core Duties

1. Working to agreed protocol and referral criteria for the Inclusion Room.
2. Be aware of and take responsibility for all aspects of safeguarding.
3. Responsible for:
 - a. Day to day leadership of the Inclusion Room.
 - b. Leadership and management of staff in the Inclusion Room.
 - c. Efficient development and delivery of clear and informative documentation which will include the production of reports for any relevant bodies, informing them of current and future developments.
 - d. Analysis of strategies used – their effectiveness and relevance.
 - e. Meeting with parents at the beginning of the process to ensure they are fully informed.
 - f. Development and delivery of a meaningful, flexible and relevant curriculum for the young people in the unit.
 - g. Formulation of programmes to ensure the effective re-integration of referred students back into mainstream.
 - h. Liaison with all relevant agencies.
 - i. Attendance at all relevant planning meetings.
4. Keep abreast of national developments in relation to strategies which will assist students with challenging behaviour to improve socially, emotionally and in terms of learning outcomes.
5. Work with the College Pastoral team to ensure an effective use of staff and their time within the overall context of the college.
6. Attend termly reviews with relevant stakeholders, to assess the effectiveness of the arrangements for provision.
7. Ensure high quality work is produced by students during their time in the inclusion room, providing guidance and feedback to promote academic progress.
8. Oversee and maintain the quality and effectiveness of Student Support Plans (SSPs), ensuring they are tailored to student needs and regularly reviewed.
9. Keep detailed and accurate records of student behaviour, attendance, and progress while in the inclusion setting, maintaining confidentiality and data integrity.
10. Share relevant information, updates, and daily reports with the wider team to facilitate effective communication and coordinated support.
11. Conduct half-termly analysis of student progress, attendance, and behaviour data to inform intervention strategies and improve the reintegration processes.

12. Collaborate with teachers, parents/carers, and external agencies to support successful reintegration and ongoing behavioural development.
13. Promote a positive and inclusive environment that encourages student engagement and fosters behavioural improvement.
14. Develop and implement strategies for reintegration and ongoing support, ensuring consistency and adherence to college policies.
15. Participate in team meetings and professional development activities to stay updated on best practices in inclusion and behavioural management.
16. Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Principal and Line Manager.

General Duties and Responsibilities

17. Participate in all aspects of training and development.
18. Comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
19. Communicate the Health and Safety Policy, procedures and guidelines to all employees under the management/supervision of the postholder. Monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
20. Comply with the Council's/College's Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
21. Be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
22. Comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

Responsible for safeguarding and promoting the welfare of children.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

Date prepared: July 2017

Signed _____ Date: _____