

Job Description

Job title: Inclusion Supervisor
Reports to: Inclusion Manager
Salary: Range 7

Job purpose

- To ensure that The Maplesden Noakes school is a place where children thrive and learning matters by upholding and modelling the school's values of kindness, empathy and respect in all aspects of the role.
- Maplesden Noakes strongly believes that all students, regardless of prior attainment are capable of achieving at the very highest level.
- In order for children to flourish, they should first be supported and enabled to develop self-esteem, self-respect and self-confidence.
- Through nurture and care, coupled with the experience of committed teachers and support staff, children will be able to be fully engaged in their learning and achieve their potential.
- The Inclusion Room Supervisor will work collaboratively with the Inclusion Manager on the strategic development of inclusion in reviewing the processes and resources to ensure relevant interventions are in place to support student reflection, reform and continued engagement in the curriculum.
- Be responsible for managing the area to ensure that it provides effective interventions for students that have been placed in Inclusion for poor behaviour in lessons, around school or outside school. They will support the development of a range of appropriate interventions for students to access according to need and measure their effectiveness. They will also ensure that the students are accessing the curriculum by liaising with Heads of Departments and teachers, and that the student's work is being completed to a good standard.
- They will work collaboratively with Student Managers/Heads of Year and the FLO to ensure the needs of each individual child are met and provide support to students where appropriate.

Main Duties

- Support the development of a range of appropriate interventions for students to access according to need and measure their effectiveness.
- Supervise students placed in Inclusion and ensure that each student is accessing appropriate interventions and/or the curriculum. Liaise with Head of Departments and teachers to ensure work is provided in a timely fashion.
- Maintain strong boundaries and ensure each student is working to the best of their ability at all times.
- Manage the resources required for the Inclusion Room, including textbooks, workbooks, reading books and stationery.
- Maintain accurate registration marks on BROM COM
- Provide emotional support where appropriate to maintain the wellbeing of students, working collaboratively and establishing positive relationships.
- Provide assistance to the students with learning where possible.
- Liaise with parents/carers where appropriate.
- Work closely with the Pastoral Team/ Safeguarding Team and alert them to any issues.
- Produce termly reports to inform the strategic development of the inclusion room.

General:

- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Senior Deputy Headteacher.
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.

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| | experiences. <ul style="list-style-type: none"> • Working Knowledge of SEN • Knowledge of SIMS and CPOMS | | ✓ ✓ |
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This job description is not designed to be an exhaustive list of duties and responsibilities but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.