

## Job Description

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**Job title:** Inclusion Manager  
**Location:** Leigh Academy Hugh Christie

**Purpose of role:** To organise, administer and manage the Inclusion Room and have a positive impact on student learning. When not required in the Inclusion Room, responsibilities will be to provide support dealing with day to day low level behaviour and attendance, enforcing Academy procedures. Be a visible presence before the academy day, break and lunchtimes. Support the supervision of students in key areas as needed.

### Key Responsibilities: Inclusion Room Manager

- Supervise and monitor students who have fallen below the expectations.
- Ensure academy procedures are adhered to in relation to Inclusion Room referral.
- Liaise with teaching staff to provide purposeful work for students.
- Record, monitor and track the students accessing the Inclusion Room.
- Support the Senior Leadership Team (SLT) by coordinating and organising suitable work. Engage with students of all abilities and ensure the provision of a high standard of work. Ensure the Inclusion Room is managed in a professional and responsible manner.
- Report to parents/carers, teachers and member(s) of SLT using the correct resources.
- Arrange and communicate sanctions with parents as necessary
- Use Google products efficiently and create daily reports on students' attitude and work ethic. Engage, motivate and encourage students to reflect on their previous poor choices. Ensure there is appropriate restorative justice or interventions held for students placed in the Inclusion Room.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained and communication with parents is timely.

### Main Daily Duties

- Supervise students who are referred to the Internal Exclusion Room (IER), maintaining high standards of behaviour and work at all times.
- Communicate efficiently with staff so they are aware of who is in the IER and appropriate work can be set. Collate a bank of suitable subject materials for use within the IER.
- Communicate effectively with parents/carers regarding attendance at the IER.
- Work with identified students and their parents/carers developing and implementing inclusive practices which enable the students to effectively access education.
- Collect students for the IER.
- Keep confidential and comprehensive records of all work undertaken.
- Develop effective conflict resolution.
- In the event of there being no students in the IER, be the first responder to the On Call process.
- Provide preemptive interventions with students who repeatedly attend the IER
- Supervise and support with detentions for SLT and SSMs

### **To successfully fulfil this role, you will need to;**

- Have the ability to communicate, relate to and build relationships with students and staff.
- Be persuasive and able to negotiate positive outcomes.
- Be passionate about working with young people.
- Have exceptional communication skills.
- Have excellent organisational, planning, time management and IT skills
- Deal with problem solving issues effectively and efficiently.
- Be proactive and able to make responsible decisions.
- Have good IT skills.
- Be willing to undertake training and development.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.