

Job Description

Job Title:	Inclusion Manager
Salary:	Grade 7: £29,500 - £32,925 pa depending on experience (Actual salary £25,829 - £28,824)
Hours:	37 hours per week Term Time plus 5 additional days pa (39 weeks pa)
Responsible to:	Deputy Headteacher Behaviour & Attitude

Overall Job Purpose:

The Inclusion Room Manager will be responsible for managing students that have been placed in Inclusion for behaviour issues. They will ensure that the students are accessing the curriculum by liaising with Heads of Departments and teachers, ensuring that the student's work is being completed to a high standard. They will work collaboratively with Pastoral Well-being Managers and Heads of Year to ensure the needs of each child are met and provide additional support to students where appropriate.

Main Duties and Responsibilities:

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school.

- Manage students placed in Inclusion and ensure that each student is accessing the curriculum.
- Organise appropriate resources and work with Head of Departments and teachers to ensure that students are
- working to task throughout the day.
- Maintain strong boundaries and ensure each student is always working to the best of their ability.
- Manage the resources required for the Inclusion Room, including textbooks, workbooks, reading books and stationery.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.



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- Be alert to the emotional wellbeing of students and provide support where appropriate.
- Support with investigations and behaviour incidents that occur throughout the school day.
- Mentor students who persist in breaching the school behaviour policy.
- Organise the home/schoolwork for students on suspension.
- Manage record keeping of incidents and actions, and support the inclusion and senior leadership teams.
- Support the students' learning where possible.
- Work closely with the Pastoral Team/ Safeguarding Team and alert them to any issues.

General:

- 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.
- Carry out other tasks as reasonably requested by the Senior Leadership Team.
- Assist with the co-ordination of detentions and compulsory homework club.



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Person Specification:

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• GCSE (or equivalent) Grade C/4 or above in English and Maths.• Have an awareness/knowledge of Health & Safety at Work.	<ul style="list-style-type: none">• Prior or current experience working with children in a professional capacity.
Knowledge, skills and experience	<ul style="list-style-type: none">• Confident, assertive, and able to thrive in a challenging environment.• Emotionally intelligent and be able to employ a range of tactics to manage behaviour.• Resilient.• Able to work with students with a range of needs• Ability to maintain strong boundaries and create a productive working environment.• Ability to identify potential Child Protection and/or Safeguarding issues and follow the school's policies.• A strong commitment to inclusion.• Good record keeping and administrative skills.	<ul style="list-style-type: none">• Previous experience supporting students with SEN.
Special aptitudes	<ul style="list-style-type: none">• Possess an understanding of how children and young people develop and learn.• To be able to relate well to students, understanding their needs and being able to respond accordingly.• Possess tact and sensitivity when dealing with students, parents and staff.• Good IT skills.	

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