



Job Description

Post Title: Inclusion Manager

Hours of work: 37 hours per week – starting daily at 8.00am
Term time plus 2

Salary: Scale F (Points 22-25)

Contract: Permanent

To commence: As soon as possible

1. PURPOSE AND SCOPE

- i) To run the Inclusion Unit on a day-to-day basis.
- ii) To line manage the Student Manager
- iii) To organise & attend school attendance panels.
- iv) To take a lead on Safeguarding across the School

2. ORGANISATIONAL RELATIONSHIPS

- i) Accountable to the Assistant Headteacher (Student Support & Guidance)
- ii) Report on attendance issues to Assistant Headteacher
- iii) Line manage the two Student Manager
- iv) Liaise with the Assistant Headteacher and Careers/personal adviser on safeguarding issues

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

To:-

- organise and deploy support staff in enforcing the school's Behaviour policy both during and outside lessons, including break and lunchtimes;
- organise the work of the LSU on a day-to-day basis;
- effectively deploy and support the Student Manager to ensure 'On Call' duties during lesson times;
- implement the school's Behaviour policy, including the supervision of students;
- plan and manage the supervision of students sent out from lessons and to reintegrate students into lessons if at all possible;





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- liaise with staff in ensuring removed or excluded students receive appropriate work;
- attend the Year 6 transition evenings and support with transition arrangements;
- plan and manage 'return' programmes for students coming back to school after exclusion or lengthy periods of absence;
- keep up-to-date detailed records on students who are sent to the Inclusion Unit and to disseminate these as appropriate;
- make contact with, and meet where necessary, parents/carers to discuss their son/daughter's behaviour;
- plan and implement group work on behaviour topics with targeted students;
- liaise with outside agencies as appropriate in conjunction with the Assistant Headteacher (e.g. attendance officer, social workers etc);
- work with Assistant Headteachers to provide targeted support for selected students;
- attend appropriate meetings in relation to student matters;
- to take the lead on safeguarding issues
- attend appropriate CPD on student learning and behaviour;

Qualities required:-

- Experience of working with adults and young people;
- Experience of working as a Student Manager or a similar role in a High School;
- Excellent interpersonal skills;
- Good negotiation skills;
- A flexibility of approach;
- The ability to react calmly and thoughtfully in a crisis;
- A willingness to understand the complexities of a student's personal circumstances and how it impacts on their learning at school;
- An open minded approach to problem solving;
- Good management skills, including personal organisation;
- ICT skills.





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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All school employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

