



# The Clere School

## Internal Exclusion and Inclusion Manager

**Support Staff Pay Scale C**

**Actual Annual Salary £13,131 to £13,830**

**30 hours per week, term time only**

Do you have exceptional people skills? Are you good with children? Do you believe in children having clear boundaries and firm but fair guidance? Do you wish to make a positive difference in the lives of 11-16 year olds at The Clere School?

We wish to appoint a dedicated Internal Exclusion and Inclusion Manager to oversee the onsite internal exclusion provision, alongside providing an inclusion facility to help those who are struggling with mental health or other issues that may be a barrier to regular attendance. Internal Exclusion is a vital alternative to the negative impact of fixed term external exclusions on young people whilst helping us in maintaining good discipline throughout the school. The successful candidate will have high expectations of behaviour and conduct and will have good relationships with children to deliver these. They will have, or will be supported to develop, a range of strategies to promote a good attitude to learning in and around the school and will be responsible for effectively supporting students to assist them to improve their behaviour patterns. The personality and skills of the candidate are paramount. Development and training can be provided.

Pre-requisites:

You must:

- Have experience in pastoral work, especially in dealing with difficult inclusion or behaviour issues, liaising with families and providing support and guidance alongside high expectations of behaviour and attendance.
- Be organised and thorough.
- Be willing to go the extra mile when required.
- Be able to manage the combination of two very different roles: one reinforcing expectations of behaviour and discipline and one providing support and nurturing to help children overcome barriers to attending lessons.
- Be willing to learn and develop your practice.
- Be willing to attend Designated Safeguarding Lead training
- Be able to work with external agencies as appropriate
- You should also have good IT skills

Additional qualifications such as ELSA or Student Counselling are an advantage.





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You will be responsible for:

1. Supervising the internal exclusion provision, ensuring high levels of academic focus and behaviour are maintained;
2. Organising the provision of work for students;
3. Facilitating the return of work to teachers so that feedback is provided;
4. Recording student behaviour and progress.
5. Close and effective liaison with relevant school staff – ensuring a knowledge of the challenges each young person may be presenting, the level of support they may be entitled to, including any additional needs, and their current academic situation;
6. Formulation of programmes to ensure the effective and expedient reintegration of students;
7. Providing school leaders with analysis of internal exclusion data.
8. Supporting the pastoral team and Headteacher with administering behaviour management software and managing behaviour across the school.
9. Providing expertise on inclusion and behaviour strategy.
10. Providing a supportive and quietly focused inclusion area for those more vulnerable or experiencing barriers to school and lessons.
11. Planning a programme for vulnerable students with an emphasis on reintegrating children into a full-time timetable of lessons.

We are absolutely committed to safeguarding our children and our recruitment procedures are rigorous in this respect.

*“The Clere School and County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.”*

**Application instructions and closing date information:**

Please download the application pack from the school website ([www.clere.school](http://www.clere.school)) or email [recruitment@clere.school](mailto:recruitment@clere.school)

Application forms should be submitted by midday on Wednesday 2<sup>nd</sup> March 2022 applications will be considered as they are received.

