

Inclusion Manager Job Description

Purpose of Role

To oversee the onsite internal exclusion provision, alongside providing support for an inclusion facility to help those who are struggling with mental health or other issues that may be a barrier to regular attendance.

Main Responsibilities

- Supervise the internal exclusion provision, ensuring high levels of academic focus and behaviour are maintained
- Provide Elsa support for students in Inclusion in line with Pastoral referrals
- Providing a supportive and quietly focused inclusion area for those more vulnerable or experiencing barriers to school and lessons. Through liaison with Pastoral team and referrals.
- Planning a programme for vulnerable students with an emphasis on reintegrating children into a full-time timetable of lessons.

Leadership and Management

- 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
- Providing expertise on inclusion and behaviour strategy.
- Formulation of programmes to ensure the effective and expedient reintegration of students.

Administration

- Organising the provision of work for students
- Facilitating the return of work to teachers so that feedback is provided
- Recording student behaviour and progress demonstrating secure IT skills
- Providing school leaders with analysis of internal exclusion data.
- Supporting the pastoral team and Headteacher with administering behaviour management software and managing behaviour across the school.
- Set detentions through BW and coordinate communication with parents including escalating the detentions.

Maintaining high expectations of students

- Ensure students always behave appropriately in Internal Exclusion and ensure actions are recorded appropriately.
- Liaise with KS lead and other key stakeholders should students not meet expectations.

Safeguarding

- Train to be a designated safeguarding lead
- Develop expertise in and work with external agencies where appropriate