



JOB DESCRIPTION

JOB TITLE:	Inclusion Manager
GRADE:	Grade D
WORKING WEEKS/ HOURS:	40 weeks; 37 hours per week
TIMES WORKED:	8.00am – 4.00pm Monday – Thursday, 8.15am – 3.45pm Friday
BASE:	Student Services Office

ORGANISATIONAL ARRANGEMENTS:

Job holder: To be appointed

Reports to: Head of Student Services

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To foster the participation of students in the social and academic processes of the school. To seek to enable students to become independent learners and supporting students identified as underachieving.

RESPONSIBILITIES/ACCOUNTABILITIES:

- To be a key home/school communication link, dealing with queries from parents, and offering support and guidance as required.
- To provide pastoral support for all students and assist with their behaviour management, referring matters to relevant members of staff as necessary.
- To be available for 'Call Out' when concerns are raised during the school day.
- Work with specific students identified as underachieving, or having behaviour/emotional needs.
- Checking absences and potential truancy.
- To undertake the supervision of late/truancy detentions on a rota basis.
- To assist the Parent Support Worker with student attendance issues.

- Support the DoPA and/or Pastoral Support Worker with students returning from exclusion.
 - Monitor the schools inclusion facility ensuring that work and equipment are available on a daily basis.
 - Where appropriate work with students following an inclusion through one to one mentoring to prevent incidents reoccurring.
 - Mentoring individual students.
 - Work with the Learning Support Team in assessing students and identifying those in need of extra support.
 - To carry out contractual duties and responsibilities directed as allocated by the Headteacher.
 - To uphold the school rules and encourage students to behave appropriately.
 - Provide where necessary written details of students' progress/behaviour to assist Annual Reviews and or other assessments.
 - To attend staff meetings and any appropriate planning meeting set up for individuals with whom you are working.
 - Such other duties as may be reasonably allocated or directed within the purview of the post.
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NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Head of Student Services.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By: