

## JOB DESCRIPTION

### INCLUSION LEAD

Scale 7 - 8 Point 19 to 28

<b>Hours of Work</b>	37 hours per week 38 weeks per year (term time only)
<b>Responsible to:</b>	Head Teacher Deputy Head Teacher – Pastoral Pastoral Manager
<b>Main Responsibility</b>	<ul style="list-style-type: none"> <li>• To lead and manage our Inclusion Room</li> <li>• To supervise pupils in the Inclusion Room</li> <li>• To develop resources and programmes to allow for consistency and clarity</li> <li>• Ensuring those youngsters who utilise our Inclusion Room do not repeat behaviours leading to them being there again</li> <li>• Encourage positive behaviour and respectful pupil behaviour</li> <li>• Supervise pupils whilst internally excluded, ensuring safe and disciplined work environment at all times</li> </ul>
<b>Key Functions</b>	<ul style="list-style-type: none"> <li>• To work with SLT to develop a truly inclusive provision which has an impact on both the individuals and their impact on our wider school</li> <li>• Enthusiasm to engage with SEND, Curriculum and SEMH training as identified</li> <li>• The ability to engage positively and build working relationships with a wide range of young people and their families</li> <li>• The ability to encourage positive and respectful student behaviour</li> <li>• An Awareness of de-escalation procedures and positive behaviour management strategies</li> <li>• The ability to work effectively as part of a team with teaching staff and the pastoral team</li> </ul>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• To lead and manage the Inclusion Room, organising pupils when they arrive and ensuring pupils are kept on task</li> <li>• To be responsible for resources and resourcing in our Inclusion Room</li> <li>• To liaise with parents and staff on pupil placed in our Inclusion Room</li> <li>• To maintain a strong discipline and work approach</li> <li>• Monitor that the work and behaviours are meeting the required standard</li> <li>• To set work for the pupils in our Inclusion Room according to curriculum and restorative actions needs/differentiated</li> <li>• To lead on a daily report and room logs on pupil behaviour and attitude and curriculum assessed</li> <li>• To liaise with attendance officer daily with information on pupils in the Inclusion Room to have oversight of pupil access to the</li> </ul>

provision (include record keeping)

- Track inclusion data to alert of 3 inclusions
- Identify trends within inclusions and develop interventions that address these behaviour trends
- Prepare data for possible escalations of sanctions
- Promote positive pupil behaviour in line with school policies and keep pupils on task
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To respect confidentiality at all times
- To make yourself familiar with MyConcern and log entries where relevant
- To make yourself familiar with online social media platforms and develop the ability to investigate any issues arising from pupil use of these platforms
- Excellent interpersonal, written and oral communication and presentation skills
- A willingness to manage their own time effectively, work flexibly and use their own initiative
- To coordinate and contribute to the production of the curriculum and restorative action student work places
- To work with the Pastoral Team promoting good behaviour
- To embrace our ethos of Aspiration, Resilience, Opportunity, Excellence

### **Support for School**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Attend and participate in meetings as required before and after the school day, such as weekly pastoral meetings
- Contribute to the 'Aspiration, Resilience, Excellence, Opportunity' ethos
- Participate in training, other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff.
- Any other duties commensurate with the duties/ responsibilities/ grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working

### **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by:** ..... (Postholder)

.....(Postholder – Print Name)

**And:** .....(Headteacher)

**Date:** .....

**Updated July 2024**

