

Stationers' Crown Woods Academy - JOB DESCRIPTION

Role: Inclusions Manager

Responsible to: VP (Behaviour)

Salary: Actual salary ranging between £22,195 - £25,598 (FTE £25,577 - £29,499) per annum, commensurate with experience

Hours: 35 hours per week

Basis: Term Time plus 1 week of INSET

Main Purpose of the Role

- To manage the operations of the SRC and to provide leadership to additional staff who work in the SRC as well as any external staff employed on a case by case basis.
- To manage the punitive aspects of the SRC in the form of a seclusion room.
- To manage the behaviour of pupils who have been placed in the SRC as a sanction for poor behaviour.
- To coordinate behavioural therapy, either as a part of the punitive sanction or as an ongoing piece of work to moderate poor behaviour.
- To support the social and emotional needs of pupils as they navigate secondary education.
- To keep accurate records of sanctions and therapeutic support.
- To record the process of triage, diagnosis and support. To record progress throughout the package of support and take the decision to extend support, extend to outreach or sign off.
- To provide outstanding pastoral support to vulnerable students.

Personal Qualities

- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse potentially confrontational situations.
- The ability to influence others, either within or outside the organisation.
- To be an outstanding role model for colleagues.
- To be an outstanding role model for children.
- Loyalty and discretion.
- Excellent attendance and timekeeping.
- Resilience under pressure.
- Sense of humour.
- Smart, professional appearance.

Skills and Knowledge

- A clear understanding of behavioural theory in a school setting.
- To understand the importance of consistency of application in developing good behaviours.
- To be strategic in regard to behavioural policy.
- To be able to hold pupils and staff to account.
- Good understanding of children and children's services.
- An understanding of behavioural therapies available to support vulnerable pupils.
- The ability to work under pressure, prioritising work.
- Good organisational and administrative skills.
- Good management and leadership skills.

- Tact and diplomacy when working with staff, students and parents.

Key Objectives

- To ensure that child protection concerns flagged up are actioned swiftly and effectively.
- To proactively contact parents to alert to behaviour concerns.
- To lead parental meetings.
- To investigate and oversee appropriate sanctions for minor and major incidents that occur.
- To regularly mentor and monitor students to improve their behaviour.
- To promote and safeguard the welfare of children and young people you are responsible for.
- To monitor and support the overall progress and wellbeing of individual pupils and class or groups of pupils.
- To ensure the academy's Behaviour Policy is implemented, maintaining good order and discipline and safeguarding the health and safety of pupils, so that effective learning can take place.
- To make records on the personal and social needs of pupils.
- To liaise with a wide variety of outside agencies to ensure our students are effectively supported.
- To take part in marketing and liaison activities that positively promote the academy and the work we do.
- To participate in meetings at the academy which relate to pastoral and SEN arrangements for pupils.
- To complete the relevant documentation to assist the tracking of pupils and to keep their records up-to-date.
- To manage the pupils in the SRC

Responsibilities to the Principal

- To promote the aims, values and ethos of the academy and uphold academy rules. To read and adhere to the procedures set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal academy schedules. To participate in the appropriate meetings with colleagues and parents.
- To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Principal.
- To support the ethos of the academy and enforce the academy's behavioural and uniform policies.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The 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 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 academy at the reasonable discretion of the Principal. 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 duties as set out in the foregoing.