

The Thomas Lord Audley School**Behaviour and Inclusion Manager Job Description**

Line Manager: Donna Bird

Responsible to: Assistant Headteacher (AHT), Deputy Headteacher (DHT), Headteacher (HT)

Job Purpose: To manage the Reflection Room

Review Date: March 2027

Key Responsibilities (Role Specific):

- Lead the day-to-day operation of the school's Behaviour and Inclusion Centre, ensuring a calm, purposeful and supportive environment where students can reflect, learn and successfully prepare for reintegration into mainstream lessons.
- Plan and coordinate each student's personalised programme, ensuring an appropriate balance of academic learning, behaviour intervention, mentoring and restorative reflection throughout the school day.
- Build positive, professional relationships with students, providing mentoring, coaching and guidance that supports behaviour change, emotional regulation and improved engagement with learning.
- Work closely with senior leaders, Heads of Year, pastoral colleagues and teaching staff to ensure behaviour interventions are well planned, consistently delivered and effectively evaluated.
- Coordinate the deployment of colleagues supporting the Behaviour and Inclusion Centre, ensuring high standards of supervision, consistency and student support.
- Liaise with curriculum leaders and teaching staff to ensure students complete high-quality curriculum work and maintain academic progress during periods away from mainstream lessons.
- Develop and maintain high expectations for behaviour, conduct and engagement, creating an environment characterised by consistency, respect and purposeful learning.
- Monitor students' academic engagement, behaviour and progress throughout their placement, providing timely intervention where required.
- Support students during social times where appropriate, maintaining positive routines and ensuring continued engagement with behaviour support programmes.
- Produce high-quality records of student engagement, behaviour, academic completion and intervention outcomes, providing clear information to pastoral leaders, senior staff and parents where appropriate.
- Maintain accurate behaviour and intervention records, analysing patterns and trends to identify students requiring additional support and to inform future intervention strategies.
- Work closely with the Attendance Team, Heads of Year and pastoral colleagues to ensure accurate recording of student placements and effective communication regarding individual students.
- Contribute to the ongoing development of the school's behaviour and inclusion provision, identifying opportunities to strengthen systems, improve student outcomes and support the school's inclusive culture.
- Promote the school's values of Ready, Respectful and Responsible in every interaction, ensuring students are supported to develop the attitudes, behaviours and resilience required to thrive within the school community.
- To accommodate students from other schools within the Trust with the prior approval from AHT/DHT/HT

Key Responsibilities (General):

- To respect confidentiality at all times
- To support school safeguarding arrangements by completing student welfare checks with another colleague
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.