

## Behaviour and Inclusion Support Manager

**Salary / Pay Scale:** H6 (£29,540 - £32,061 DOE) pro rata- actual salary per annum, £26,109 - £28,338, approx.

**Hours** 38.75 hours a week (8.15am - 4.30pm) Term Time, x2 INSET

**Line Manager:** Assistant Headteacher (Behaviour)

### Role Purpose

This is an exciting opportunity to join the school at a key stage of development, as the Behaviour and Inclusion Support Manager is a newly created role designed to strengthen and enhance our pastoral provision. The successful candidate will be integral to the continued development of behaviour and inclusion practice across the school and will have the opportunity to help shape the role and influence future provision.

The Behaviour and Inclusion Support Manager will play a central role in promoting high standards of behaviour, inclusion and student engagement. Working closely with pastoral leaders and senior staff, the postholder will support the consistent implementation of the school's Behaviour for Learning policy, oversee internal sanctions and alternative provision processes, and use data-informed approaches to implement effective interventions that lead to positive outcomes for students.

### Key Responsibilities

#### Behaviour and Inclusion

- Support the consistent implementation of the Behaviour for Learning policy in line with the school's ethos and values.
- Oversee the day-to-day operation of the school's internal suspension provision ("Reflection").
- Manage and coordinate the school detention system, ensuring clear communication and consistency.
- Work collaboratively with teaching staff, pastoral teams and senior leaders to promote effective behaviour management practices.
- Contribute to the development and implementation of strategies to reduce behaviour incidents and improve student engagement.
- Ensure all practices comply with safeguarding, behaviour and school policies at all times.

#### Student Support

- Monitor student behaviour, engagement, attendance and punctuality within Reflection, detentions and other designated areas.
- Escalate concerns to Middle Leaders and Senior Leadership Team as appropriate.
- Provide targeted support to students with behavioural challenges, implementing agreed strategies and interventions.
- Contribute to the development and review of personalised behaviour or support plans for students with additional needs.
- Maintain accurate records of student interventions, progress and outcomes.
- Communicate effectively with parents/carers regarding behaviour, progress and concerns.
- Work closely with Heads of Year, pastoral team and curriculum leaders to ensure consistency of approach.

## **Data and Reporting**

- Extract, validate and manage behaviour, attendance and attainment data using Arbor and other systems (training provided where required).
- Analyse data to identify patterns, trends, and areas for intervention.
- Produce reports for Senior Leaders, Heads of Year and Governors to support strategic decision-making.
- Support intervention planning by providing clear, evidence-based insights.
- Maintain high standards of data accuracy, confidentiality, and compliance with GDPR and safeguarding requirements.
- Implement routine reporting processes with guidance from the line manager.

## **Alternative Provision**

- Coordinate communication with external alternative provision providers.
- Communicate clearly with staff regarding provision arrangements, including students involved, locations, dates and times.
- Obtain, confirm and retain parental consent for on-site and off-site provision.
- Organise transport where required, using relevant booking systems.
- Attend meetings with the Assistant Headteacher (Behaviour & Inclusion) to identify and review appropriate alternative provision and additional services.
- Support the finance team by checking invoices for accuracy and requesting re-invoicing where necessary.

## **Communication and Professional Skills**

- Excellent verbal and written communication skills.
- Ability to adapt communication appropriately for students, parents/carers and staff.
- Strong organisational skills with attention to detail and the ability to manage competing priorities.
- Competence in Microsoft Office and school communication platforms.
- A secure understanding of safeguarding responsibilities and data protection requirements.
- Undertake other duties which the Headteacher may reasonably require.