

## Job Description:

**Job Title:** **Head of Inclusion & Deputy DSL**

**Conditions of Service:** **NJC**

**Salary Grade:** **Scale PO1 - PO2**

**Hours of Work:** **36 hours per week, 42 (39 + 3) weeks**

### Purpose of the Post:

1. To lead and manage the school's Inclusion provision, ensuring that students requiring additional behavioural, pastoral or safeguarding support are supported effectively within a structured and purposeful environment.
2. Responsible for the day-to-day operation of the Inclusion Room, promoting positive behaviour, engagement in learning and successful reintegration into mainstream lessons where appropriate.
3. To line-manage and develop the Inclusion and Mentoring team, ensuring high-quality 1:1 and group interventions that positively impact student outcomes.
4. To identify, design, implement and evaluate targeted pastoral and behaviour interventions in response to student need, using data, referrals and professional judgement.
5. To work closely with senior leaders, Heads of Year and pastoral staff to ensure a consistent, inclusive and restorative approach to behaviour, wellbeing and attendance across the school.
6. To act as a Deputy Designated Safeguarding Lead, supporting the Designated Safeguarding Lead in safeguarding practice, record keeping, referrals and multi-agency working.
7. To coordinate and maintain effective partnerships with external agencies, ensuring timely referrals, information sharing and follow-up actions to support vulnerable students.
8. To contribute to whole-school safeguarding, behaviour and inclusion strategies, ensuring compliance with statutory guidance and school policies.

## ORGANISATIONAL RELATIONSHIPS



the **PiXL** club  
partners in excellence



The Award for  
MAKING A DIFFERENCE -  
SECONDARY SCHOOL OF THE YEAR



**Reporting to:**

- Deputy Headteacher
- Designated Safeguarding Lead

**Responsible to:**

- The Headteacher and the Governing Body

**Responsible for:**

- Inclusion and Mentoring Team

**DUTIES AND RESPONSIBILITIES****Inclusion and Pastoral**

1. Responsible for the operational delivery of the school's Inclusion provision, ensuring it supports positive behaviour, engagement in learning and successful reintegration into mainstream education where appropriate.
2. Oversee the day-to-day running of the Inclusion Room, maintaining clear expectations, restorative practice and purposeful academic activity.
3. Manage the effective deployment of Inclusion and Mentoring staff, including timetabling, daily duties and intervention allocation, in response to student need.
4. Line-manage the Inclusion and Mentoring team, providing supervision, professional development and performance management to ensure high-quality provision.
5. Use attendance, behaviour and pastoral data to identify students requiring targeted support and to inform intervention planning.
6. Design, implement and evaluate evidence-informed pastoral and behaviour interventions, reviewing impact and adapting provision as required.
7. Work in close partnership with Heads of Year, Pastoral Managers and senior leaders to ensure a consistent, inclusive and restorative approach to behaviour, wellbeing and attendance across the school.
8. Monitor and evaluate the impact of Inclusion provision and interventions, contributing to self-evaluation and continuous improvement in line with Ofsted expectations.
9. Oversee and coordinate transition, catch-up or targeted intervention programmes delivered during school holidays, including Summer School provision, ensuring these



the  
**PiXL**  
club  
partners in excellence



The Award for  
MAKING A DIFFERENCE -  
SECONDARY SCHOOL OF THE YEAR



programmes support vulnerable and at-risk students, promote engagement, and contribute positively to successful transition and reintegration into full-time education.

## Safeguarding

1. Act as a Deputy Designated Safeguarding Lead (Deputy DSL), supporting the Designated Safeguarding Lead in fulfilling statutory safeguarding responsibilities in line with *Keeping Children Safe in Education*.
2. Respond appropriately to safeguarding concerns, ensuring concerns are recorded, monitored and reviewed using the school's safeguarding systems (including CPOMs).
3. Support effective information sharing, referrals and escalation of concerns to external agencies, ensuring timely and proportionate action.
4. Contribute to safeguarding risk assessments, safety planning and ongoing review for vulnerable students.
5. Attend and contribute to multi-agency safeguarding meetings, including Child Protection Conferences and Core Groups, representing the school professionally.
6. Provide advice and guidance to staff on safeguarding concerns, thresholds and procedures, promoting a strong safeguarding culture and professional curiosity.
7. Maintain effective working relationships with statutory and non-statutory agencies, including Social Care, Early Help, CAMHS, Youth Offending Teams and relevant voluntary sector partners.
8. Host external professionals on site and support coordinated, multi-agency planning to safeguard and promote the welfare of children.

## General Duties

1. To take part in the school performance review process.
2. To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
3. To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
4. To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.



The Award for  
MAKING A DIFFERENCE -  
SECONDARY SCHOOL OF THE YEAR



Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Head teacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



the **PiXL** club  
partners in excellence



The Award for  
MAKING A DIFFERENCE -  
SECONDARY SCHOOL OF THE YEAR

