



Job Description and Person Specification

JOB TITLE	Inclusion Manager: RESET Room
RESPONSIBLE TO	Vice Principal & Assistant Principal - Behaviour
LINE MANAGES	Positive Behaviour Support Officers, Positive Behaviour Mentors,
GRADE	Grade 7
SALARY	£32,578 to £35,570 per annum (Actual salary £28,109 - £30,691 based on 39 weeks)
HOURS	Term time - 39 weeks, 37 hours each week, 8:21am – 4:15pm

JOB DESCRIPTION

Overall purpose of the post:

- To work alongside the Pastoral and Senior Leadership team to raise standards of inclusion, behaviour, attainment and achievement in the academy
- To support teaching and learning by providing the calm and effective running of the RESET Room
- Plan and teach the personal development curriculum including the protected characteristics and British Values, adapting resources to meet student need
- Lead on the provision of programmes of learning for students who have been internally excluded or suspended
- To plan and lead tailored interventions with individuals and small groups who have social, emotional and mental health needs
- Deescalate behaviour, supporting students to RESET & reflect so can return to lessons
- Work closely with teachers and behaviour mentors to support students with a successful reintegration into lessons
- Work closely with the SENCo and Access and Achievement Manager to assess progress through analysis of achievement and behaviour data

Main Duties and Responsibilities:

- Ensure accurate recording of attendance to the RESET room, analysing data for weekly and daily trends
- Where possible, enable continuity of the curriculum ensuring appropriate work is provided in liaison with Subject Leads, SENCO, Pastoral Leads, etc.
- Support students in the RESET room to produce high quality work through active monitoring and scaffolding
- Support students with bespoke timetables and reintegration into academy life
- Inform, liaise and consult with SLT, SENCo, pastoral and wellbeing team, Subject Leads, tutors and parents regarding students' social, emotional and mental health challenges



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- Carry out risk assessments for students that demonstrate challenging behaviour
- Support staff in implementing a restorative approach in promoting positive behaviour for learning
- Undertake comprehensive assessments of students to determine those in need of particular help; e.g. writing and implementation of support plans; helping in the coordination of referrals for external agencies
- To ensure records are maintained for any students involved in interventions and maintain awareness of targets and current attainment of students and access plans
- To attend multiagency meetings under the direction of the SENCo and lead support plan meetings and other ad hoc meetings and preparation for meetings as appropriate under the direction of the SENCo and senior team
- To represent the pastoral team at Open Evenings and other relevant events
- To become a trusted adult for students, plan and lead extra-curricular opportunities and after-school clubs
- Lead detentions and interventions after school
- To support the most vulnerable of students by having a consistent presence, modelling and demonstrating strong attendance and punctuality

Safeguarding

- Demonstrate a strong commitment to keeping young people safe
- Report any disclosures following the child protection and safeguarding policy and procedures and record on CPOMS
- Communicate regularly with reminders to the Pastoral and Inclusion team on child protection and safeguarding policy and procedures

Management of staff and resources

- Assist the senior team to induct, develop and train behaviour mentors and teaching assistants (TAs) to ensure consistently high standards of support for students who demonstrate challenging behaviour
- To effectively line manage, performance manage and deploy behaviour mentors to ensure student support both in and out of the classroom for students
- Organise and prioritise daily issues as they arise and initiate appropriate actions
- To work on planned and structured interventions, 1:1 or in small groups with identified students under the direction of the SENCo and specialist, to ensure access to learning activities and to encourage students to become independent learners within their own ability
- Maintain accurate records of attendance and engagement to the RESET room
- Provide daily update to SLT including SENCo & parents about student achievement

General

- Maintain positive relationships and work together as a team with colleagues
- Keep up to date with national developments in the department area and remain informed of recommended best inclusive practice
- To provide first aid to students



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- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the school
- Contribute to the overall ethos and aims of the school and uphold the school values
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Undertake CPD relevant to the post and whole staff training, as required
- To lead, attend and participate in regular meetings
- Support the on call/RESET system as necessary
- To be an effective communicator in presenting complex information in an accessible way.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal or Line Manager from time to time, up to or at a level consistent with the main responsibilities of the job

Personal Contacts:

External: Parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.



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PERSON SPECIFICATION

Qualifications	Essential	Desirable
Level 2 Qualifications in English and Maths or equivalent	✓	
Degree		✓
Relevant SEND, behaviour or mental health qualifications		✓
Willingness to undertake and complete training to assist students	✓	
Willingness to undertake and complete training to enhance qualifications and training and development in the post	✓	
Experience		
Work flexibly to meet business needs	✓	
Experience of working in a school environment or working with children/young people	✓	
Previous experience working with children with Special Needs and/or disabilities and/or challenging behaviours	✓	
Experience of working with students in small groups or 1:1 situation	✓	
Experience of adapting lesson plans and delivering lessons		✓
Experience of leading a team/group of people	✓	
Skills		
Ability to motivate and enthuse young people with SEND and SEMH need	✓	
Emotional resilience in working with children with challenging behaviour and emotional need	✓	
Ability to work systematically and be organised with attention to detail.	✓	
Ability to effectively communicate with a range of audiences	✓	
Ability to respect and maintain confidentiality, including following general data protection regulation	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Excellent time management and organisation skills	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Other		
Excellent attendance and punctuality	✓	
Satisfactory DBS and recruitment checks	✓	