Job Description

Learning Inclusion Centre Manager (The LINC)

Post: Learning Inclusion Centre Manager

Salary: Scale 6

Status: Full time permanent

Hours: 37 hours per week plus two weeks to be taken flexibly

Job Purpose

- To provide and co-ordinate support for students with high levels of emotional and behavioural difficulties, in order that they avoid the risk of permanent exclusion and to achieve their potential.
- To be responsible for the smooth and efficient management of the Learning Inclusion Centre.

Safeguarding

- To be familiar with and follow all Academy policies, in particular those related to safeguarding, including:
    - Child protection
    - Health and Safety
    - Confidentiality and data protection
- To promote the welfare of children

Accountable to: Associate Assistant Headteacher - SENDCo

Key Accountabilities

Learning Inclusion Manager

- Creation and support of personalised timetables for students, in school as well as for alternative provision.
- The design, staffing and monitoring of intervention programmes to maximise achievement
- Monitor student progress against targets
- Promote and encourage positive behaviour and effective learning through group work, or 1:1 mentoring, supporting targeted students to move forward and engage effectively with the mainstream curriculum (and subsequent return to lessons)
- Promote and encourage positive integration and interaction between all students in the Centre
- To lead departments in the creation, and maintenance, of a bank of curriculum and pastoral support packages for KS3 students using the LINC
- Reintegration of students with emotional issues which impact on attendance (EBSA)
- Break and lunch time support / activities in the LINC
- Conduct home visits as required
- Direct the work of Learning Support Assistants (and other staff) working in the LINC.
- To lead and support the programming of intervention as required including updating the school provision map.

- Support for reintegration meetings following periods of internal and external exclusion
- Communicate regularly with Heads of House and SENDCo to ensure re-integration into main stream lessons is enacted efficiently
- Report to SENDCo and Heads of House, as required, in relation to achievement and general progress
- Attend relevant agency meetings (e.g. Child in Need, Teams Around the Family)

Learning Inclusion Centre

- Champion the Learning Inclusion Centre (LINC) as a purposeful learning environment to parents, staff and external agencies used on a temporary basis to ensure students return to mainstream lessons
- Create a non-judgmental, accepting and inclusive atmosphere where all staff and students support each other
- Create a space where students can reflect/consider their own behaviour
- Ensure the atmosphere and ethos of the LINC supports behavioural and emotional needs of the students whilst upholding the school policies including those for behaviour and uniform
- Offer after school clubs or lunch time provision such as Managing Emotions, Raising Self Esteem
- Create effective noticeboards for school communications and to signpost external agencies for students and parents
- Take responsibility for the buildings and furnishings within the LINC
- Support and implement the school behaviour/relational practice policy
- Liaise with parents and promote good working relationships and clear lines of communication

Alternative Provision

- Arrange Alternative Placements (off-site provision) for students as requested by SLT
- Conduct initial meetings with placements, parents/carers in advance of the student attending an alternative placement
- Monitor the daily attendance of students being educated in an alternative placement
- Conduct safeguarding and progress visits, every 6 weeks
- Liaise with the placement, family and school to plan reintegration back into school
- Work with SLT on costings
- Complete annual reports to the Local Authority, as required

Additional duties as directed by the Headteacher or Line Manager

Community

- To promote the Academy within the community
- To demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of the Academy's vision and values
- To provide a positive role-model in terms of timekeeping, dress code and work ethos of the Academy
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Take part in performance management activities and reviews as required by the Academy's policy and use the process to develop your personal and professional effectiveness

PERSON SPECIFICATION
Learning Inclusion Manager (The LINC)

	Essential	Desirable
QUALIFICATIONS	• GCSE English and Maths A*-C, Grade 4+ • Well qualified to GCSE level • Specific qualifications in relation to the role	• CPD related to the role
SAFEGUARDING	• Full understanding of safeguarding requirements and how staff promote the welfare of children • Enhanced CRB and validated references • Eligibility to work in the UK	
KNOWLEDGE	• Ability to understand and apply Academy policies related to the post	Use of Excel (and other applications within the MS Office suite)
PERSONAL QUALITIES, SKILLS AND EXPERIENCE	• Understanding of Data Protection requirements. • Knowledge of curriculum for students with educational needs. • Understanding of how students learning in the subject is affected by their physical, intellectual, emotional and social development. • Knowledge, skills and experience in the use of SIMS or other database packages • Experience of working with a wide range of young people and families/carers from different social and ethnic backgrounds. • A committed and highly motivated team player. • Excellent written and verbal communication skills. • A good organiser who is able to work under pressure. • Excellent interpersonal and liaison skills. • ICT literate with the ability to word process and accurately record data. • Able to work on own initiative, with minimal supervision and guidance. • Ability to manage own time effectively and assume responsibility. • Ability to remain calm and contribute to the resolution of problems. • Flexible and able to respond quickly to new situations. • Ability to engage constructively with and relate to a wide range of children/young people and families/carers. • Able to set tasks which challenge students and ensure high levels of student interest. • Set clear targets for students learning. • Implement behaviour management strategies to tackle challenging behaviour. • Motivate and re-engage disaffected students.	