



Hall Park  
Academy

### **Job Description**

Job Title:	Inclusion Manager
Location:	Hall Park Academy
Salary:	Hall Park Academy Trust Pay Scale, Band 10 £28,039 - £30,950
Hours of Work:	37 hours per week, Term Time plus two weeks
Responsible to:	Deputy Headteacher Operations Manager
Post Objective:	To manage the Student Support centre and oversee the Academy's alternative provision for students.

### **Main Duties and Responsibilities:**

#### **Organisation & Support – Staff**

- Manage the day to day running of the Student Support Centre and its staff, (including staff from outside agencies)
- Distribute tasks within the Student Support Centre Team according to skills level and availability, managing work schedules and ensuring quality of work.
- Carry out Performance and Development Reviews for Student Support Centre staff.

#### **Student Support Centre**

- Ensure suitable provisions and support are in place.
- Responsible for setting up full/part time alternative provision for students who are at risk of permanent exclusion.
- Liaison with external providers on a regular basis including Stone Soup and other providers as appropriate.
- Responsibility for organising and overseeing alternative education for students following sixth day of exclusion and students struggling with attendance (EdClass)
- Support staff and students by setting up suitable workshops.
  - Anger Management

- Social Skills
- Decision Making
- Expected behaviour in school
- Emotional Literacy
- Social and Emotional Awareness
- Rethinking my Behaviour
- Re-tracking my Behaviour
- Attend appropriate re-admission meetings including governor disciplinary hearings.
- Provide reintegration packages for students returning from fixed term exclusion.
- Management of Isolation, including organising resources and staffing.
- Attend the Head of House meetings and providing relevant data.
- Update the Inclusion Register.
- Review/evaluate and implement the Student Support Centre action plan.
- Assist with the training of new staff and student teachers on behaviour management strategies.
- Review and evaluate quality of alternative provision

#### Academy Alternative Provision/Reintegration centre (RIC)

- Manage and organise the day-to-day running of withdrawal from lessons, liaising with teaching staff as required.
- Supervise students attending withdrawal from lessons.
- Evaluate delivery of withdrawal from lessons and lead on developing the alternative provision offered.
- Communicate and be responsible for booking students into the RIC.
- Maintain overview of students accessing the RIC and visit when necessary.

#### General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I, ....., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): ..... Date: .....

Signed (Senior Manager): ..... Date: .....