

JOB DESCRIPTION

Job Title:	Inclusion Manager
Reporting to (job title):	AHT - Inclusion
Hours of work:	37 hours per week, TTO + 1 week
Location:	Witton Park Academy
Grade:	G SCP 24-28

Main Purpose/Responsibility

To work with children, parents/carers and families to provide early intervention, support and guidance to improve academic and social outcomes through high attendance.
To actively support and model the ethos and aims of AtC.
To be responsible for safeguarding within the Thrive centre

Main Duties

- To manage the operations of the Thrive centre and to provide leadership to additional staff who work in the centre as well as any external staff employed on a case by case basis.
- To coordinate behavioural therapy, either as a part of the punitive sanction or as an ongoing piece of work to moderate poor behaviour.
- To support the social and emotional needs of pupils as they navigate secondary education.
- To keep accurate records of therapeutic support.
- To record the process of triage, diagnosis and support.
- To record progress throughout the package of support and take the decision to extend support, extend to outreach or sign off.
- To provide outstanding pastoral support to vulnerable students.
- To ensure that child protection concerns flagged up are actioned swiftly and effectively.
- To promote and safeguard the welfare of children and young people you are responsible for.
- To monitor and support the overall progress and wellbeing of individual pupils and class or groups of pupils.
- To ensure the academy's Behaviour Policy is implemented, maintaining good order and discipline and safeguarding the health and safety of pupils, so that effective learning can take place.
- To liaise with a wide variety of outside agencies to ensure our students are effectively supported.
- To take part in marketing and liaison activities that positively promote the academy and the work we do.
- Conduct all activities in a professional manner at all times.
- Maintain confidentiality and adhere to safeguarding procedures.
- Ensure staff maintain the minimum standards and code of conduct expected of their role.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.