

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**Hebburn Comprehensive School**

**POST TITLE:** Inclusion Support Manager

**GRADE:** Band 6

**RESPONSIBLE TO:** Assistant Head Teacher - Pastoral

**Overall Objectives of the Post:**

* To manage a safe and secure working environment for pupils who have been placed in our Behaviour Support Room.
* To lead and manage the BSR, including referrals, appropriate work and the relevant pastoral support.
* To provide pastoral intervention to pupils when not timetabled in the BSR.

# Key Tasks of the Post:

* To ensure all legal, statutory, LA and school policies are followed within the area of responsibility.
* To be responsible for day-to-day management of the BSR, ensuring that effective and efficient systems are in place, reviewing procedures as and when necessary to ensure maximum effectiveness.
* Co-ordination of the centralised detention system.
* To work alongside the pastoral team and other colleagues in school to ensure maximum support is provided to pupils and staff.
* To be flexible in approach to work, in order to meet the changing circumstances of the day.
* To undertake any training relevant to the post.
* To ensure the BSR is adequately stocked with appropriate resources for all pupils.
* To work proactively with pupils both in the BSR and on a 1:1 and small group basis, addressing pastoral issues, where necessary.
* To be part of the duty team.
* To provide first aid as and when necessary.

You will:

* + Create and maintain a purposeful, orderly and productive working environment.
	+ Maintain records as required.
	+ Ensure the health and safety and good behaviour of pupils at all times.
	+ Monitor and manage stock, as required.
	+ Develop policies and practices to ensure the efficient and effective running of the BSR.
	+ Adhere to entry and exit policies and procedures.
	+ Encourage and facilitate pupils’ progress towards academic and behavioural targets.
	+ Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to the appropriate person.
	+ Share information regarding identified pupils with school/pastoral staff and other appropriate professionals e.g., learning support services, Education Welfare Officers, Educational Psychologists and Social Services, in their efforts to support pupils and their families.
	+ Work in partnership with appropriate agencies and support staff in a joint effort to help pupils and their families and contribute to multi-agency assessments in respect of identified pupils, as required.
	+ Contribute to the overall ethos/work/aims of the school.

You will:

* Monitor pupil behaviour in the BSR and report on progress, where required.
* Monitor BSR data and provide reports to the relevant members of staff.
* Monitor reintegration of pupils back into mainstream lessons.
* Investigate issues of poor behaviour, as required.
* Undertake and develop strategies for improving pupil behaviour.
* Create individual learning plans for pupils placed in the BSR, as required.
* Make contribution to the creation of a bank of resources for use with students in KS3 and KS4, to support both their academic and social development.
* Keep accurate records using the school’s MIS (Bromcom).

You will liaise with:

* Relevant pastoral and teaching staff.
* Heads of Department to ensure that relevant work is provided.
* Parents to gain their support and provide feedback on pupil progress.
* Other key internal and external agencies, as required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 24.01.23