

Job Description

Job Title: Inclusion Supervisor

Location: East Point Academy

Closing date: 10 am on 14th May 2021

Job title	Inclusion Supervisor
Salary Scale	Scale E
Hours of Work	Full-time, 37 hours per week
Weeks Worked	Term time + 3 weeks
Responsible to	Head of School
Location	East Point Academy

MAIN PURPOSE OF ROLE

- To support students with behaviour concerns who have been placed in the Academy's Inclusion (internal exclusion) facility.

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Assistant Principal (behaviour).
- Direct liaison with a range of stakeholders including the Senior Leadership Team, subject teachers, Student Support Leaders and students.

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- To staff, support and supervise the school's Inclusion facility.
- To contribute to and monitor the Academy's behaviour data.
- To contribute to the Academy's inclusion policy.
- To organise, maintain, collate and disseminate completed work set for students.
- To maintain files and data around behaviour and attendance and use these to inform support for students and parents
- To monitor and track internally excluded student progress whilst in the facility.
- To advise relevant staff of any concerns.
- To liaise with Student Support Leaders, Senior Student Support Leader, SEND Manager and the Assistant Principal regarding supporting student behaviour and work set,
- To take part in the Academy's CPD programme.
- To implement and actively support the Behaviour for Learning Policy throughout the Academy.
- To create a positive, quiet, focused and organised learning environment.
- To check and support pupil progress within Inclusion when appropriate so they can successfully complete the work set.
- To observe and reflect on individual student's learning behaviour.
- To attend meetings as directed.
- To provide admin support to pastoral team, around behaviour and attendance, as required.

OTHER DUTIES

- To be an active member of the school's Pastoral Team.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Support the aims and ethos of the Academy.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team meetings.
- Take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager.
- To carry out other duties as may be reasonably assigned by the Principal.

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Strategic Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality & Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to

withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Good basic level of education preferably including GCSE (or equivalent) in Maths and English	✓	
Experience		
Previous experience working with young people in a school setting or similar	✓	
Professional Skills and Attributes		
Able to work on own initiative and with minimal supervision	✓	
Able to build good working relationships with teaching staff	✓	
Able to motivate and inspire young people of all ages to improve their behaviour and have the highest aspirations	✓	
Able to work under pressure	✓	
Excellent interpersonal, written and oral communication skills	✓	
Proven success in managing the behaviour of pupils		✓
Knowledge and Understanding		
Awareness and commitment to safeguarding and promoting the welfare of children	✓	

Name

Date

Signature