

Job Description

Job Title:	Inclusion Room Manager
Salary & Grade:	WHFNJC M
Reports to:	Vice Principal

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role

- To support the reintegration of students who are struggling with behaviour, attendance or wellbeing back into fulltime attendance to school and lessons.
- Support to students to recognise challenges with behaviour, wellbeing and attendance, reflect on strategies to overcome these, refocus so that students can return to lessons.
- To be able to observe and adapt practice based on student and school need.
- Work closely with Heads of Faculty to ensure individual programmes of study are delivered effectively to students being supported in Review.
- To deliver motivational and engaging intervention sessions which include: active, creative and reflective learning of an outstanding quality.
- To support students by removing barriers to learning.
- Set high expectations for behaviour and conduct and hold students to account for their actions.
- To support where necessary with investigations into behaviour to continue to promote the culture of the school.
- To liaise with parents regarding behaviour, attendance and wellbeing of students.
- To keep up to date with research and developments in SEMH and intervention, raising when appropriate, issues with the Intervention Manager and Vice Principal.
- To be an excellent role model to all pupils.

Duties and Responsibilities of the Role:

Key Accountabilities:

Delivering Quality Intervention

- Lead the delivery of an appropriate provision by delivering small group or 1 to 1 session as required
- In collaboration with key staff devise individual programmes of support to meet the needs of targeted pupils.
- Setting appropriate and demanding expectations for students' learning and motivation.
- Setting clear targets for students' learning, building on prior attainment and considering each student as an individual
- Using methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused delivery and through positive and productive relationships.
- Working with colleagues to ensure that students are thoroughly prepared for their examinations.
- Liaising effectively with teaching assistants to support learning.
- Produce detailed and targeted long- and medium-term plans in line with academy expectations.

Monitoring and Assessing Student Progress

- Monitor the progress of pupils and make adjustments to their programme as appropriate.
- Carry out tracking of students as requested.
- Assess how well learning outcomes and SEMH targets have been achieved and use this assessment to inform intervention.
- Participating in discussions of student targets, progress and of the development of strategies to meet subject and attendance targets.
- Overseeing the pastoral needs of all students in Review and passing on any concerns to the appropriate member of staff
- Liaise with external support agencies as required to support students
- Mentoring and negotiating individual targets for students in Review
- Liaise as appropriate with parents and carers

Resources within the Department

- Selecting and making good use of resources to enable intervention objectives to be met
- Ensuring that stock and equipment is well cared for and economically used
- Ensuring that departmental rooms present a stimulating and tidy environment
- Implementing the Academy Health and Safety Policy

- Ensuring that Health and Safety policies and practices, for your subject including Risk Assessments, throughout your lessons are in-line with national requirements.

Communication with Parents

- Contacting parents throughout the week where needed
- Attending any appropriate meetings with parents
- Providing informative reports to parents
- Raising, in consultation with the Safeguarding Officer, particular concerns regarding students with parents

Internal Communication

- Providing information required by the Intervention Manager and LT
- Effectively communicate with the Head of Years
- Actively participating in relevant meetings
- Contribute to the professional training of staff including TAs.

Staff Absence

- Ensuring that appropriate work has been set and that the resources required are available

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	