

Dear Applicant

Thank you for your interest in the position of **Inclusion Supervisor at Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.**

Salary – Band 5 Point 26-28 £23,866-£25,463 per annum. Actual Salary £20,436

- 36.25 hours per week, 8.00am – 4.00pm Monday to Friday
- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **10am Tuesday 29th May 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

Cecil Avenue, Sale, Cheshire, M33 5BP
t: 0161 973 1179
e: office@thedeantrust.co.uk
w: www.thedeantrust.co.uk

Registered in England 8027943 VAT Registration 195 3889 46
The Dean Trust is a company limited by guarantee.



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Inclusion Supervisor
Reporting to	Assistant Head Teacher – Behaviour
Main purpose of job	<p>Managing and co-ordinating the day-to-day function and development of the school Internal Suspension and remove room facilities.</p> <p>The coordination of programmes of support for pupils referred to the facility and liaising with the Pastoral Team.</p> <p>To ensure pupils complete the classwork required to a high standard to enable successful reintegration into mainstream classes.</p> <p>To mentor key individuals during the Internal Suspension/Remove process.</p>
Key responsibilities:	
<ul style="list-style-type: none">• To supervise the school Internal Suspension room on a daily basis.• Set clear expectations and boundaries for pupils in Internal Suspension and demonstrate a consistent approach to create and sustain a controlled, orderly environment.• To lead the Head of Year detentions on a daily basis.• To work co-operatively in collaboration with Heads of Faculty to ensure effective systems are in place to allow pupils to access appropriate work and the curriculum whilst in Internal Suspension and the Remove room.• Organise individual daily timetables, which encourage and allow pupils to work independently.• Work with pupils in Internal Suspension to maximise academic progress whilst they are excluded from mainstream lessons.• Monitor, track and record pupil behaviour and progress to inform reintegration.• Communicate with Heads of Year as and when required to discuss pupil behaviour and intervention programmes.• Promote positive behavioural change in pupils who experience social, emotional and behavioural difficulties and facilitate their transition back into mainstream education.• Work in conjunction with the Assistant Head Teacher for Behaviour and the Pastoral Team to implement and update Individual Behaviour Plans and Pastoral Support Programmes as necessary.	

- Maintain records of pupil referrals and restorative intervention programmes. Provide a half-termly update of referrals along with an overview of the impact of interventions.
- Provide a daily summary of pupil conduct to the AHT/Head of Year and plan for further intervention if necessary.
- Undertake some Pupil Services weekly administration tasks.
- Attend pastoral meetings if required and contribute to the schools agenda to improve behaviour.
- Provide support for after-school detentions as and when requested.
- Work within other pastoral support areas supervising pupils and ensuring standards are maintained as and when requested.
- Ensure work is carried out in accordance with the Health and safety at Work Act 1974 and subsequent legislation as detailed in the Dean Trust Ardwick Safeguarding Policy and Keeping Children Safe in Education document.
- To maintain a high presence around the school with staff and pupils.
- To seek to apply Win-win discipline opportunities in all situations to build relationships

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none">• A good level of education, including GCSC Mathematics and English Language A* - C <p>Desirable</p> <ul style="list-style-type: none">• A level and/ or degree qualification
Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience of working with children with challenging behaviour, particularly children aged 11-16 years• Experience of working in an educational context• Experience of working with children on a 1:1 basis <p>Desirable</p> <ul style="list-style-type: none">• Previous experience of co-ordinating a behaviour facility
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Knowledge and understanding of safeguarding issues.• Understanding of relevant legislations and procedures relating to school attendance.• Knowledge of the Local Authority's relevant procedures and practices regarding the behaviour and attendance of vulnerable pupils <p>Knowledge</p> <ul style="list-style-type: none">• Knowledge of areas of KS3 and KS4 curriculum• Knowledge of relevant organisations and agencies relating to behaviour and welfare
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• Ability to use management and organisational skills to provide an efficient service• Ability to prioritise time and tasks to meet deadlines• Ability to work independently and use initiative• Hardworking and committed• Ability to coordinate two separate removal facilities to ensure all pupils are managed in-line with school procedures• Passionate about the role of an internal suspension facility and making a difference for our young people• Calm and patient• Confident and able to deal with challenging behaviour• Ability to de-escalate situations• Good team work and interpersonal skills, being able to work and liaise with a large team of staff• Ability to work through set tasks on a 1:1 basis with children• Computer skills including excel, outlook, word, and use of databases <p>Desirable</p> <ul style="list-style-type: none">• Mentoring skills• Ability to use the SIMS database