



JOB DESCRIPTION

JOB TITLE:	Assistant Inclusion Manager for our additional provision "The Nest"
GRADE:	Grade D
TIMES WORKED:	8.00am – 4.00pm Monday to Thursday, 8.00am – 3.30pm Friday
BASE:	The Nest

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Inclusion Manager

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To foster the participation of students in the social and academic processes of the school. To seek to enable students to become independent learners and supporting students identified as underachieving.

Main Objectives:

The Assistant Inclusion Manager's role is to prepare and deliver a supportive educational programme, ensuring through outstanding teaching and learning, that students are focused on developing the knowledge, skills and understanding needed to achieve their potential.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Lead by example establishing a collaborative learning ethos by sharing good practice within The Nest Provision, supporting colleagues and developing a culture of learning from each other.

- Support The Nest Manager with the additional provision team to deliver outstanding educational outcomes including completing their appraisals
- Alongside The Nest Manager implement personalised learning plans for students, focusing on academic, social, and emotional development.
- To oversee and monitor students' work within The Nest and ensure that learning experiences offered to students are appropriate and relevant to their needs. Liaise with the appropriate teacher/SENCO and SLT link to ensure that the educational needs of all students are met.
- Ensure that the timetable for the students is followed to maintain consistency and establish clear routines
- Alongside The Nest Manager continually review and develop the range of learning experiences offered to students.eg AQA certificates for life skills, gardening around The Nest and Wildern site etc.
- To keep informed of curriculum developments relevant to the subject of inclusion.
- To contribute to devising and implementing strategies for celebrating student achievement, e.g. regular display of work, celebrating with parents.
- Foster a positive and inclusive culture that promotes student engagement and well-being; working in a variety of ways to support, motivate and challenge students to raise levels of attendance and behaviour as well as achieving academic success.
- Establish effective, consistent behaviour systems within The Nest, upholding the schools learning culture, support colleagues in ensuring minimum standards are upheld.
- Promote and support school events including house events and extra-curricular activities within The Nest.
- Ensure effective communication with parents including daily emails, weekly overviews, fortnightly review meetings, half termly formal reviews, responding to parental concerns and alerting SLT and colleagues as necessary.
- Support The Nest Manager with analysing and evaluating internal and external data/examination performance and set targets to raise achievement for individual students/classes/year groups.
- Help to develop strategies to tackle and resolve under achievement within The Nest
- Collaborate with external agencies, parents, and caregivers to provide holistic support for students.
- Alongside The Nest Manager monitor and evaluate the effectiveness of the provision, implementing improvements where necessary.
- Ensure compliance with all relevant legislation and safeguarding procedures.
- Develop and implement the focus on reflective and restorative practices, and positive reinforcement
- Coach staff in utilising restorative practices to address student behaviour concerns
- Facilitate restorative conversations to address conflict and build positive relationships between students and staff
- Oversee the identification and implementation of behaviour support plans for The Nest students with additional needs and challenges
- Collaborate with teachers and support staff to develop inclusive teaching strategies that cater to diverse learning styles
- Build strong relationships with The Nest students, parents, and external agencies to ensure a holistic approach to supporting student well-being and behaviour.

NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.

- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by The Inclusion Manager

Date Prepared:	HR
Prepared By:	May 26
Date Reviewed:	
Reviewed By:	