



Job Description
Inclusion Room Manager
Non – teaching role.
Grade 6 Scale point 15-20
Hours 8am – 4pm Term Time only plus INSET days
(37 hours per week, 39 weeks per year)

Responsible to: Assistant Head Pastoral

Job Purpose

To support teachers and focus on resolving issues where pupils are disrupting teaching and learning and ensure the day to day running of the Internal Inclusion Room. This role also involves addressing live issues where learning is being disrupted; de-escalating conflict and supporting teaching staff. A key objective will be to reduce the number of internal and external exclusions and engage students in this area in meaningful learning.

Main Responsibilities

Specialist area: - Internal Inclusion Room

Ensure the management of Internal Inclusion Room is effective and communicated with relevant staff

- Address live issues where learning is being disrupted or investigate where incidents have occurred.
- Oversee the Internal Inclusion Room and have responsibility for the environment, the delivered curriculum and tracking usage.
- Reporting to the Assistant Head on patterns of usage and providing SLT/Heads of Houses with relevant data to ensure the intervention room is effective.
- Examine data related to behaviour (i.e., SIMs points, Internal Inclusion Room figures and exclusions) as well as provision mapping to adapt provision accordingly as well as feeding into whole school reporting systems such as the school SEF and Governing Body Meetings.
- Produce reports for the behaviour data and suggest further support and actions required, including issuing reports and setting up meetings with parents.
- Organise targeted intervention for pupils and communicate regularly with parents/ Heads of Houses /Assistant Head.
- Support staff when required with restorative conversations and ensure all restorative conversations occur.
- Monitor phone calls home have occurred for those referred to the Internal Inclusion Room
- Identify and mentor key identified pupils to mentor and work with.

- Ensuring all staff attend restorative and ensuring and logging that all phone calls have occurred from referring staff.
- Deliver various intervention programmes for selected pupils that have been identified through the behaviour system or referral meetings.
- Work with pupils to de-escalate and resolve conflict.
- Provide a restorative justice approach to resolving incidents.
- Help when required to investigate incidents and pass information to / Heads of Houses /Assistant Head.
- Take a proactive role in and around the school to anticipate difficulties and take action to avoid incidents e.g. tackle poor corridor behaviour and supervise lesson changeovers.
- Work with teachers and negotiate with pupils to establish appropriate behaviour for learning.
- Liaise with the Assistant Head to consider strategies to reduce referral to the Internal Inclusion Room and to ensure accurate intervention is given.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Encourage pupils to reflect on their behaviour and find strategies to work through a challenging situation.
- Consistently support pupils whilst recognising and responding to their individual needs.
- Mentor a small number of pupils to support them with challenging behaviour ensuring input is monitored, evaluated and reviewed. Through a series of intervention programmes and follow up.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Provide feedback to pupils in relation to progress and achievement.
- Assist with the supervision pupils at break and lunchtime in the Internal Inclusion Room
- Intervene where necessary to ensure that pupils play and work together positively and co-operatively and encourage good behaviour.
- Support with behaviour CPD when necessary.
- Promote values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the school and participate in feedback sessions/meetings with parents or as appropriate.
- Act as a key worker for allocated pupils monitoring their progress and day to day issues.
- To ensure the Internal Inclusion Room is well resourced and maintained and is left tidy, organised and ready for the following day.
- Building relationships with the community and ensuring exemplary behaviour from our pupils outside the school.
- Occasionally assisting with First Aid for pupils.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required at the request of the Head Teacher.