



St. Cuthbert's

Roman Catholic High School

Inclusion Centre Behaviour Support Manager

Job Title:	Inclusion Centre Behaviour Support Manager
Grade:	Grade 7- SCP 25-29
Responsible to:	Inclusion Centre Lead
Hours	37 hours per week, term time only plus one week
Responsibilities:	<ul style="list-style-type: none"> • To work as part of the Inclusion Centre Team. • To lead on the day to day operational behaviour in the Key Stage 3 and Key Stage 4 Inclusion Centres. • To investigate and call home re incidents of poor behaviour in the Inclusion Centre. • To manage the day to day behaviour of students in Inclusion ensuring the school's behaviour policy is adhered to. • To be on duty as directed. • To conduct 'On Calls' to remove students from class where necessary. • To liaise with colleagues re SEND & Safeguarding and external partners. • To assess the needs of students and provide appropriate support. • To maintain accurate and up to date records of all behaviour in inclusion. • Resolve issues between students and facilitate restorative justice where there are issues between students and staff. • To maintain accurate records of students and to track and monitor their welfare needs. • To support with the reintegration to mainstream of any KS3 Inclusion students.
Additional	<p>All staff at St Cuthbert's are expected to:</p> <ul style="list-style-type: none"> • Ensure all children are kept safe at all times and Safeguarding procedures are applied. • Support the school values and ethos. • Strive to improve the life chances of all students. • To attend specified out of hours events as required. • Conduct home visits as required. • Undertake any reasonable task or responsibility issued by the Headteacher.

Inclusion Centre Person Specification		
Essential	Desirable	How identified
<u>Qualifications & Experience</u> <ul style="list-style-type: none"> • GCSE English & Maths at Level 2 or above 	<u>Qualifications & Experience</u> <ul style="list-style-type: none"> • Additional Level 3 qualifications 	<ul style="list-style-type: none"> • Application form • Certificates



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<ul style="list-style-type: none"> • Previous experience of working in a Secondary school • A relevant Level 3 qualification 	<ul style="list-style-type: none"> • A degree • Experience of working with other agencies • Experience of working with challenging students 	
<p><u>Personal skills / characteristics</u></p> <ul style="list-style-type: none"> • Emotional resilience • Organised • Be a team player • Good communication skills • Cope well under pressure • Flexible approach • High expectations of self and others • To meet deadlines • To be able to build relationships with all stakeholders • Good ICT skills 	<p><u>Personal skills / characteristics</u></p> <ul style="list-style-type: none"> • A sense of humour • Willingness to engage in CPD 	<p>Application form Interview References</p>
<p><u>Other attributes / requirements</u></p> <ul style="list-style-type: none"> • Good attendance record • Ability to be mobile during the working day 	<p><u>Other attributes / requirements</u></p> <ul style="list-style-type: none"> • Ability / willingness to drive or work off site as required e.g. home visits 	<p>Interview References</p>