

| JOB PROFILE   |   |   |
|---|---|---|
| <b>Department:</b>  | <b>Education</b>  |   |
| <b>Job title:</b>   | <b><u>Inclusion &amp; Engagement Lead</u></b>   |   |
| <b>Reports to:</b>  | <b>Principal / Assistant Principal with Responsibility for Behaviour and Intervention</b> |   |
| <b>Level/Grade:</b>   | <b>Hours of work:</b> 36hrs per week / Term<br>Time only                                  | <b>Salary Scale:</b> R5 /Spine Point 27-34<br><b>Actual Salary £25,300.21 - £28,631.52 per annum (FTE £29,546.00-£32,993 per annum)</b> |
| <b>Job Purpose:</b>   |   |   |
| <p>The Inclusion &amp; Engagement Lead is an essential member of the staff team and will play a key part in improving engagement and ensuring the development of high performing, impactful behaviour systems in school. Under the guidance of the Associate Assistant Principal, they will take a lead role in ensuring the approach to pastoral interventions for students, including managing student behaviour are implemented effectively and appropriate systems are used to track, monitor and evaluate student progress. Excellent teamwork, high standards and a capacity to work hard will be at the core of their success. They will be flexible with the ability, determination and commitment to work collaboratively with the Principal to continue the development of Grafham Grange.</p>  |   |   |
| Job Description   |   |   |
| <b>Key Accountabilities:</b>  |   |   |
| <ol style="list-style-type: none"> <li>1. Strategic Direction</li> <li>2. Inclusion &amp; Engagement Team</li> <li>3. Curriculum Responsibility</li> <li>4. Safeguarding</li> <li>5. Administration</li> <li>6. Leading &amp; Managing Staff</li> <li>7. Continuing Professional Development</li> <li>8. Other duties</li> </ol>  |   |   |
| <ol style="list-style-type: none"> <li><b>1. Strategic Direction</b> <ul style="list-style-type: none"> <li>• Collaborate with school administrators, teachers, support staff, internal provision (therapy etc), SENCo to develop and implement behaviour management strategies and intervention plans for students with challenging behaviours, including positive behaviour support plans and risk assessments.</li> </ul> </li> <li><b>2. Inclusion and Engagement Team</b> <ul style="list-style-type: none"> <li>• Support the day to day management of the Inclusion and Engagement team, including timetabling of Inclusion and Engagement staff, the inclusion and morning school provision and duty staff.</li> <li>• Support with the student and staff debrief process following physical interventions and significant incidents.</li> <li>• Provide direct support to students with behavioural needs, including conducting individual and group support sessions, teaching social skills, and implementing behaviour modification techniques.</li> <li>• To maintain accurate and up-to-date attendance records of all students engaged with the Inclusion and Engagement Team</li> </ul> </li> </ol> |   |   |

- Provide direct support to students with behavioural needs, including conducting individual and group support sessions, teaching social skills, and implementing behaviour modification techniques.

### 3. Curriculum responsibility

- To work with SLT, SENCO, teachers and support staff to identify students who require the support of the TIE

### 4. Safeguarding

- To undertake Level 3 Safeguarding Training
- To be a member of the wider safeguarding team
- To attend weekly safeguarding risk and review meetings
- To attend multiagency meetings (CIN, TAF etc) for students engaged with the TIE

### 5. Administration

- To maintain high quality, up-to-date records of all behaviour, including records of
  - Exclusions
  - Internal exclusions
  - Formal restorative conversations
  - Analysis of Classcharts data
  - Case Studies
  - Risk Assessments

### 6. Leading and Managing Staff

- To manage the TIE
- Lead the QA of the TIE and of behaviour management across the school

### 7. Continuing Professional Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage in trauma informed training
- To continue personal development in relevant areas including subject knowledge and teaching methods
- To achieve any performance criteria or targets related to the management post arising from the School's Performance Management arrangements
- To engage in the Performance Management Review process.
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Maintain any relevant memberships to professional bodies, commensurate with the job role

### 8. Other

- Drive school vehicles when required
- Be aware of school policies and procedures
- Ensure own safeguarding and behaviour management qualifications are up to date
- Organise and take part in educational visits, including undertaking risk assessments
- Attend and contribute to meetings, open days and other events as required.

## Person Specification

### Criteria

**Key** - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A;  
Assessed by Certificates = C; Assessed by References = R



