Behaviour and Inclusion Lead

JOB DESCRIPTION

Job Title:	**Behaviour and Inclusion Lead – Support Staff**
Grade and Salary:	**6 SCP 24-29**
Working Hours	**0.925 FTE** **37 hours per week – Term Time only** **8am to 4pm**
Reporting to	**Senior Leadership Team**
Contract Type:	**Permanent**
Responsible for:	**Behaviour and welfare of an identified cohort of students.**

Key Duties and Responsibilities

- Lead the day-to-day operational implementation of the Academy Behaviour Policy and Inclusion Strategy.
- Monitor, evaluate and report on behaviour trends and intervention impact to the Senior Leadership Team.
- Coordinate behaviour support plans for targeted students and ensure timely review of impact.
- To contribute to the effective operational running of the Academy.
- To promote and maintain a safe, inclusive, and purposeful learning environment across the Academy.
- To ensure continuous improvement in behaviour, inclusion, and student engagement.
- To support and promote the highest possible standards of behaviour and inclusion for all students.

Specific Responsibilities

- Identify and support vulnerable students, including those at risk of suspension, exclusion or disengagement.
- Work closely with pastoral, SEND, and safeguarding teams to ensure a coordinated and inclusive approach.
- Lead regular behaviour review meetings and ensure agreed actions are implemented.
- Contribute to the professional development of staff through behaviour and inclusion training and coaching.
- Lead behaviour meetings, deliver behaviour training where appropriate, including the coaching of staff on behaviour strategies.

- Lead reintegration processes for students returning from suspension or alternative provision.
- Build positive and supportive relationships with students to promote engagement, self-regulation, and inclusion.
- Lead the operational delivery of the Academy's behaviour systems, including detentions, reflection provision, reintegration and intervention programmes.
- Monitor the consistency of behaviour expectations across the Academy and escalate concerns where standards are not being maintained.
- Analyse behaviour, suspension and attendance data to identify emerging trends and vulnerable groups.
- Produce reports for senior leaders and governors as required.
- Liaise effectively with parents and carers to support improvement in behaviour and engagement.
- Lead targeted intervention programmes designed to reduce suspensions and prevent permanent exclusion.
- Work closely with SEND, safeguarding and pastoral teams to remove barriers to learning and improve inclusion outcomes.
- Support students in overcoming barriers to learning and engagement.
- Manage resources effectively to support behaviour and inclusion priorities
- Act as the key behaviour and inclusion link with external agencies including Early Help, Children's Services, School Improvement Liverpool, CAMHS and Alternative Provision providers.

Academy Ethos

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Help to meet strategic targets for the Academy set by the Local Academy Council.
- Support and facilitate access to the curriculum for all learners to meet the objectives in the Academy Development Plan and targets set by the Governing Body.
- Enable to Academy to be rooted at the heart of the community.

Communication & Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with the persons or bodies outside the academy.
- Follow agreed policies for communications in the Academy.
- Take part in liaison activities such as progress review evenings and liaison events with partner schools.
- Contribute to the development of effective support links with external agencies.

Pastoral System

- Promote the general progress and well-being of individual students and of the identified cohort as a whole.
- Evaluate and monitor the attendance of students and keep up-to-date records as may be required.
- Contribute to the preparation of action plans and to challenge attendance and punctuality concerns.

- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerns with the welfare of individual students, after consultation with the appropriate staff.
- Apply the behaviour management systems so that effective training can take place.

Corporate responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within area of personal control.
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An enhanced DBS check will be requested on successful application to a position at the Trust.
- The Trust operates a no smoking policy.