



The Schelwood Trust

Beechwood School
Job Description – Inclusion Centre Lead (RESET)

Responsible to: Assistant Headteacher

Main purpose of the job

- To have responsibility for the day-to-day operation of the school's RESET Inclusion Centre – our own onsite AP (Alternative Provision).
- To work as part of the SEND team in developing and implementing personalised intervention programmes for each student who has been identified as needing support in terms of progress, learning, achievement, emotional well-being, behaviour, aspirations or motivation.

Key Responsibilities

- Ensure the students in RESET have the best possible chances of success.
- Develop, deliver and monitor the effectiveness of a range of programmes, activities, courses and opportunities to provide all necessary support for identified students.
- Liaise closely with teaching and support staff to provide personalised support for identified students that leads to them engaging in learning and achieving in line with their potential.
- Build positive relationships with the parents of identified students and communicate regularly with them.
- Manage and deliver the intervention of identified students and monitor the impact of the intervention, reporting the progress being made.
- Systematically maintain records of support implemented for each individual student.
- Ensure the availability of the provision of sessions to work with identified students including the planning, provision and direct delivery of one-to-one mentoring sessions that focus on self-esteem, emotional awareness, aspirations, positive behaviours, social expectations, anger management, communication with others and other areas linking to student well-being.

Professional skills

- Will be required to manage students with complex needs.
- Creativity is required when implementing systems/personalised intervention programmes from concept to implementation.
- Innovation is needed when dealing with students whose behaviour can be challenging.
- The post holder will need to be able to manage student emotions so that both students and staff are safe at all times – this may involve de-escalating challenging situations.
- Work within the school's behaviour management guidelines but establish new procedures and approaches for individuals as and when required.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Beechwood School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 (DPA 2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Working together to safeguarding children and Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.