



Ark All Saints Academy

Job Description: Wellbeing & Inclusion Manager

Reporting to: Vice Principal

Start date: January 2026

Salary: Grade 11 £46,481 - £53,538

Hours: 40 hrs per week

Contract: Fixed Term (maternity cover) 52 weeks per year

The Role

- To lead the Provision E team to provide effective support for scholars at risk.
- To design, deliver and co-ordinate appropriate intervention for scholars who are at risk of missing out on education. To help scholars to develop skills and resilience which will allow them to contribute to more effective learning and facilitate strong academic progress.
- To provide a complimentary service to teachers and other staff, addressing the needs of scholars who require assistance to re-engage in learning in order to achieve their full potential.

Key Responsibilities

- To co-ordinate appropriate support and interventions for scholars who need to develop emotional, social and behavioural skills that will allow them to contribute to more effective learning.
- To oversee scholars with medical conditions creating accurate care plans recording their needs and support required.
- To monitor data and intervene where scholars require assistance to re-engage in learning in order to achieve their full potential.
- To ensure that families have the capacity to support the scholars and engaging outside agencies as appropriate.
- To support the reintegration of scholars who have missed school for suspension or otherwise facilitating their return to mainstream classes.
- To work closely with the safeguarding officer and outside agencies attending meetings as appropriate and following all safeguarding concerns.
- To work with relevant professionals to co-ordinate support and opportunities where there is a need
- To meet with scholars, their families and health care workers to support those with medical needs

- To maintain accurate records documenting health care needs and the support required for scholars with medical conditions
- To participate in meetings to review progress of identified scholars
- To provide early and targeted interventions for scholars with particular needs.
- To record details of all interventions including data onto the academy provision map

Liaison

- To seek input from all relevant colleagues, in order to plan and deliver effective support and behaviour programmes for scholars with emotional and behaviour difficulties.
- To liaise with parents/carers and be a link between home and the Academy
- To liaise with outside agencies as required
- To liaise with teachers to ensure that clear information regarding behavioural and medical needs is both accessible and useful

Monitoring & Evaluation

- Monitoring the academic progress of targeted scholars with a focus on the impact of intervention strategies on their progress.
- Monitoring the emotional well-being of scholars through the use of inclusion data.
- Maintaining thorough records as required.

Policy & Planning

- Contributing to all communication processes including school publications where appropriate and relevant parental meetings
- Meeting regularly with line manager to discuss pastoral and other issues.

Coaching

- Coaching scholars for positive behaviour management
- Coaching scholars to promote motivation and achievement.
- Coaching parents to equip them with skills to support scholars

Management of scholars in addition to key responsibilities

- Setting firm, clear boundaries for exceptionally high standards of behaviour
- Ensuring a silent working atmosphere within the internal exclusion room.
- Advising and guiding identified/targeted scholars and families as appropriate.
- Implementing strategies to raise scholars' self-esteem and build their confidence.
- Listening to and helping scholars resolve a range of issues that are creating barriers to learning.

- Running extra-curricular activities as directed for All Saints after hours

Person Specification: Wellbeing & Inclusion Manager

Qualification Criteria

- Degree level qualification
- Good Literacy and numeracy — GCSE Maths and English or equivalent
- First aid qualification is desirable but not essential
- Right to work in UK.

Experience

- A track record of delivering support to children/young people with emotional and behavioural difficulties
- Social work qualification or experience in psychotherapeutic work
- Experience of working effectively with children/young people and their families
- Experience of working in a school setting in a paid or voluntary capacity (desirable)
- Experience of working with scholars with additional needs

Personal characteristics

- Genuine passion and a belief in the potential of every scholar
- Helpful, positive, calm and caring nature
- A friendly and supportive manner, which enables the development of a positive working relationship with a wide range of staff and scholars.
- A desire to help modify scholars' behaviour so that they can integrate fully with other scholars and maximise their learning opportunities.

Specific knowledge & skills

- Excellent communication skills, written and verbal
- Able to develop a range of approaches to assist in engaging with young people and to encourage them to engage with the learning process
- Understands the range of support services/providers and the ability to communicate effectively with education and care professionals, statutory bodies

- Able to develop positive relationships with targeted scholars, and to empathise with them
- Able to work positively with families and to engage their support in improving behaviour
- Able to consistently display tact and firmness in a variety of situations
- Able to work on own initiative, make good judgments and lead as required
- Working knowledge of national curriculum and other relevant learning programmes
- Understands principles of child development and learning processes and in particular, barriers to learning
- Able to plan and deliver effective actions for scholars with emotional behavioural difficulties
- Works constructively as part of a team, understands classroom roles and responsibilities and own position within these and commands the confidence

Other

- Willingness to undertake training and lead training opportunities for others
- A commitment to fostering a learning environment, which is welcoming and motivating for scholars
- The post holder must be committed to the safeguarding and welfare of all scholars
- This post is subject to an enhanced Disclosure and Barring
- To undertake training including first aid as and when required

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined **here** but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

