



# Inclusion Centre Provision Manager Job Description



Belief

Courage

Growth



# Welcome to Think for the Future

Think for the Future's mission is to engage, educate and empower young people to have social and emotional resilience, independence and control in order to achieve their potential. We work predominantly in secondary school settings, providing young people with the social and emotional resilience they may need to help them overcome barriers they may face in their education or their lives.

The pupils we work with are often disengaged from education, close to exclusion or have low aspirations and, at Think for the Future, we offer the opportunity for them to strive and succeed in both their academic and non-academic outcomes, through improvements in resilience, aspirations and behaviour. To access and impact these pupils, we employ relatable individuals who are able to create strong and lasting rapport with these young people and confidently deliver a comprehensive curriculum covering a vast range of topics, from anger and outburst control, to motivation and will-power.

“ Education is the key to unlocking the world,  
a passport to freedom ”





# Your Progression Route

When you join Think for the Future, you join an organisation who will encourage you to develop your skills and will provide you with opportunities to gain new experiences and responsibilities.

At TFTF, we understand the importance of providing progression and development opportunities. Staff have several opportunities for progression, skills growth and role growth. We operate a strong appraisal and 1:1 process whereby staff are able to continually focus on their own personal and professional development opportunities and assess their motivations within the role and future career goals within the organisation. There are also multiple opportunities for ongoing personal and professional development through our in-house and external training programmes.

We operate transparent salary bandings, so you're able to plan ahead and we can work with you to help you take your next step with us.

Every individual has their personal TFTF Progression plan that is reviewed multiple times per year, looking at; salary, skill, role and school placement progression!

Banding	Actual Salary	Full Time Equivalent (FTE)	Criteria
Band 1	£24,000 - £25,000	£26,781 - £27,896	<ul style="list-style-type: none"> <li>Behaviour and Inclusion Mentor</li> </ul>
Band 2	£25,000 - £27,000	£27,896 - £30,128	<ul style="list-style-type: none"> <li>Behaviour and Inclusion Mentor + Additional Responsibility</li> <li>Integrated Behaviour Hub Mentor</li> </ul>
Band 3	£26,000 - £27,000	£29,012 - £30,128	<ul style="list-style-type: none"> <li>Level 1 Inclusion Centre Deputy Manager</li> </ul>
Band 4	£27,000 - £28,000	£30,128 - £31,244	<ul style="list-style-type: none"> <li>Level 2 Inclusion Centre Deputy Manager</li> </ul>
Band 5	£28,000 - £29,000	£31,244 - £32,360	<ul style="list-style-type: none"> <li>Level 3 Inclusion Centre Deputy Manager</li> <li>Level 1 Inclusion Centre Manager</li> </ul>
Band 6	£29,000 - £30,000	£32,360 - £33,476	<ul style="list-style-type: none"> <li>Level 2 Inclusion Centre Manager</li> </ul>
Band 7	£30,000 - £31,000	£33,476 - £34,592	<ul style="list-style-type: none"> <li>Level 3 Inclusion Centre Manager</li> </ul>
Band 8	£31,000 - £34,000	£34,592 - £37,939	<ul style="list-style-type: none"> <li>Level 4 Inclusion Centre Manager</li> </ul>
Band 9	£34,000 - £35,000	£37,939 - £39,055	<ul style="list-style-type: none"> <li>Level 4 Inclusion Centre Manager + Additional Responsibility</li> </ul>
Band 10	£35,000 - £45,000	£35,000 - £45,000	<ul style="list-style-type: none"> <li>Provision Operations Manager</li> </ul>



# Role Overview

Contract Length: Permanent

Hours per week: 40 hours per week

Hours of work: 8am-4.30pm Monday to Friday (however you may be required to work additional hours as necessitated by the needs of the role)

Weeks of Work: 41 weeks per year  
Term-time only plus training dates. These could vary dependent on local authority of school. No work is required within school holiday dates, with exception of some training and personal development which means all staff receive a minimum of 11 non-working weeks across the year.

Salary: £28,000 - £35,000 actual salary (£31,244 - £39,055 FTE salary)

Overview: Our TFTF Inclusion Provision creates a fully managed, adjusted learning environment within a mainstream partner school, for high risk young people to prevent permanent exclusion and alternative provision placements. Our objective is to ensure the students receive a highly successful educational experience leading to high quality outcomes for each individual, whilst utilising the strength and resource of a mainstream school.

The Inclusion Centre Manager is responsible for overseeing the inclusion provision and ensuring its successful operation and successful outcomes. The target success measures include; reducing the number of permanent exclusions, reducing fixed term exclusions, improving attendance, improving behaviour and ultimately ensuring a young person's positive transformation and successful educational attainment.





# Think for the Future

## Be part of something exciting...



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## "Education is the key to unlocking the world, a passport to freedom"

Think for the Future is a dynamic and innovative social enterprise who are committed to their schools, young people and their staff. Working at Think for the Future, you'll belong to a close-knit and supportive team who will invest heavily in your personal development, welfare and performance to facilitate you in being able to have maximum positive impact with the young people you'll be working with. We provide a thorough induction training course for all new staff along with continued access to CDP and access to regular coaching and counselling by industry leading specialists. It's a very exciting time to be joining Think for the Future as we grow into new areas and new schools and grow an even stronger team of Behaviour & Resilience Mentors to deliver their brilliant work.



# As a Inclusion Centre Provision Manager you will be directly and positively impacting the lives of young people

The main objectives and responsibilities of the role are:

- Coordinating and overseeing the Inclusion Centre to ensure it is successful and achieving it's objectives for students
- Managing and co-ordinating the Inclusion Centre team and creating a positive team culture.
- Reducing the number of students who are permanently excluded and reducing the number of fixed term exclusions within the centre cohort
- Ensuring high pupil school attendance
- Conducting a thorough Quality Assurance Process for Mentors within the Centre
- Overseeing and coordinating behaviour policies and procedures
- Creating a positive learning environment for all pupils accessing the TFTF Inclusion Centre
- Managing and de-escalating student's challenging behaviour within the centre
- Working with the school staff to support and facilitate a pupil's successful academic journey
- Proactively supporting teachers in the Inclusion Centre with the behaviour management of pupils
- Ensuring constant innovation and improvement within the centres
- Conducting 1:1 and group mentoring sessions using the bespoke TFTF Curriculum
- Supporting student's successful transition from the Inclusion centre into mainstream education or Post 16 destinations
- Coordinating Parent/Guardian engagement and building productive relationships with Parents/Guardian
- Managing stakeholder relationships with Key School and TFTF leaders, as well as external services
- Utilising Impact Analytics to influence practice and decision making around the student's engagement with education
- Working closely with school staff to ensure a joined-up approach, including attending team meetings

## **An additional responsibility for an Inclusion Centre Provision Manager is to be the Centre Safeguarding Lead.**

The Centre Safeguarding Lead takes lead responsibility for safeguarding and child protection for children while they are in the centre. The overall responsibility for safeguarding children in the centre remains the responsibility of the designated safeguarding lead appointed by the school.

- Encouraging a culture of listening to children and taking account of their wishes and feelings including understanding the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- Acting as a source of support, advice and expertise for centre staff
- Acting as a point of contact for the school designated safeguarding lead or other school safeguarding staff as well as liaising with school staff and external practitioners on matters of safety and safeguarding and welfare and when deciding whether to make a referral so that children's needs are considered holistically
- Ensuring that child protection information is kept up to date and that this is uploaded or stored safely
- Ensuring each member of staff has access to, and understands, the school's and TFTF's child protection/safeguarding policy and procedures,
- Working with the school to promote educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement in the centre
- Promoting supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Ensuring that cases are referred to the local authority and escalate these if this does not happen – in consultation with TFTF safeguarding lead
- Liaising with the "case manager" and the local authority designated officers (LADO) for child protection concerns in cases which concern a staff member
- Take part in regular training to ensure the development of safeguarding expertise, and being able to support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Understand the importance of information sharing within TFTF and the school and understand relevant GDPR policy as well as keeping detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping, ensuring that these are efficiently and confidentially transferred to the school as soon as possible.



# Ideal Candidate Profile

## Safeguarding

Think for the Future is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We adopt a rigorous Safer Recruitment Policy which is followed for every appointment. Therefore, successful appointment to this role will be subject to:

- Declaration of any convictions, cautions or reprimands which you have incurred
- An Enhanced DBS Check
- Two Satisfactory References
- Proof of Eligibility to work in the UK

### ESSENTIAL

### DESIRABLE

- Passion and talent for working with young people
- Positive attitude and high energy when approaching your work
- Ability to manage change and to adapt to unexpected demands and resilience to working in challenging environments
- Strong management and coordination skills/experience
- Ability to lead a team and deliver on a clear strategy
- Full commitment to the role and to helping the company achieve its objectives
- Ability to assess priorities and manage competing deadlines both independently and as a member of a team
- Outstanding interpersonal and communication skills
- Ability to work with a diverse range of individuals
- Written skills – proven ability to use clear, concise language specific for the purpose and audience
- Very strong admin skills

- Related teaching or mentoring qualifications
- Knowledge of relevant policies including safeguarding, health and safety, data protection, etc.
- Experience of working with external agencies
- Advanced safeguarding knowledge and/or qualifications



## Additional Perks of Working at Think for the Future



**Comprehensive Induction Training:** We provide a dynamic 3-week Induction Training for all new staff, during which we not only introduce you to our curriculum and give you all the tricks and tools you'll need to deliver it, but we also host a range of exciting team building events and socials.



**Continued Professional Development:** Our training doesn't just stop after your induction, we provide ongoing high quality training and CPD as well as giving you access to £100 of funding per academic year to be able to access your own CPD opportunities.



**Vitality Health Insurance:** Access top-quality healthcare with Vitality Health Insurance, made affordable through a salary sacrifice scheme. Enjoy premium healthcare support at a lower cost, ensuring your well-being is covered without stretching your budget. With Vitality, superior health support is just part of the package.



**Health Assured EAP:** We know that life can throw us curved balls sometimes and it's hard to know where to turn. Our partners at Health Assured offer 24/7 confidential support from experienced therapists and advisors for just about any issue you can think of. From family issues, financial information and legal information to childcare support, consumer issues and bereavement counselling. If you have a problem, they're there to help you solve it.



**Positive & Supportive Team Culture:** At Think for the Future, we pride ourselves on our positive and supportive team culture, with a dedicated team of Line Managers who support our Behaviour & Resilience Mentors at every turn. We invest heavily in our staff to ensure that they are able to positively impact the pupils they work with and, most importantly, are happy whilst doing it!

## How to apply

To apply for this role please complete the application form that can be found at our website:  
[www.thinkforthefuture.co.uk/jobs](http://www.thinkforthefuture.co.uk/jobs)



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