

Belief

Courage

Growth



# Inclusion Centre Deputy Manager Role Job Description



“ Education is not the answer to the question. Education is the means to the answer to all questions... ”

-William Allin



# Role Overview

Contract Length: Permanent

Hours per week: 40 hours per week

Hours of work: 8am-4/4:30pm Monday to Friday (however you may be required to work additional hours, as necessitated by the needs of the role)

Weeks of Work: Term Time Only  
Please note that some time during school holidays across the year is allocated for training

Pay: Starting Salary: **£26,000-£28,500 Actual Salary** (£29,380- £32,205 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 Deputy Manager is responsible for supporting the Centre Manager in 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...



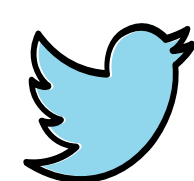
Think for the Future's mission is to engage, educate and empower young people to have social and emotional resilience, independence and control in order to achieve their potential. We work in KS2, KS3 and KS4 settings, providing young people with the social and emotional resilience they may need to help 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"

### Working at Think for the Future

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 to deliver their brilliant work.



# Inclusion Centre Deputy Manager

## The main objectives and responsibilities of the role are:

- Coordinating and overseeing the Inclusion Centre to ensure they is it successful and achieving it's objectives for students
- Contributing to 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
- 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/Guardians
- Managing stakeholder relationships with Key School and TFTF leaders
- 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
- Being involved in the higher level consequences process for students including supporting the investigation of suspensions
- Weekly reporting tool to schools and ensure a successful stakeholder management of the school
- Leading the de-escalation process within the centre
- Supporting the daily practices and processes of the centre manager to ensure efficient operation and functionality

# 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

## Inclusion Centre Team Salary Progression

Below shows the actual and full time equivalent (FTE) salaries for the Inclusion Centre Management provision at Think for the Future. Progression through pay scales is based on time in the organisation and performance in the role.

|   | ACTUAL SALARY   | FULL-TIME EQUIVALENT | SALARY BANDING        |
|---|-----------------|----------------------|-----------------------|
| <b>Inclusion Centre Mentor Banding</b>                            | £22,500-£26,000 | £25,425-£29,945      | ICP Mentor Level 1-4  |
| <b>Inclusion Centre Mentor</b> <i>Additional Responsibilities</i> | £26,000-£27,000 | £29,380-£30,510      | ICP Mentor Level 5-6  |
| <b>Inclusion Centre Deputy Banding</b>                            | £26,000-£28,500 | £29,380-£32,205      | ICP Deputy Level 1-4  |
| <b>Inclusion Centre Manager Banding</b>                           | £27,000-£35,000 | £30,510-£39,550      | ICP Manager Level 1-5 |

### TFTF Progression

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

### Holidays

During a full academic year you receive a paid holiday entitlement of 7 working weeks inclusive of public/bank holidays. You will be required to take all your holiday entitlement outside of term dates and the exact dates of your holidays will be dictated by the schools you're placed in. The employee will be entitled to an extra amount of paid leave over the summer break to match the dates of the summer holidays of the schools allocated to, if the employee remains employed with Think for The Future into the following academic year (as a bonus type scheme). Therefore, this equates to a total of 12 weeks across a full academic year.



## Additional Perks of Working at Think for the Future



**Comprehensive Induction Training:** We provide Induction Training for all new staff, during which we not only introduce you to the role but also give you all the tricks and tools you'll need to be successful, as well as a host 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)

Belief

Courage

Growth