



# Inclusion Centre Deputy Manager Job Description



# 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	• Behaviour and Inclusion Mentor
Band 2	£25,000 - £27,000	£27,896 - £30,128	• Behaviour and Inclusion Mentor + Additional Responsibility • Integrated Behaviour Hub Mentor
Band 3	£26,000 - £27,000	£29,012 - £30,128	• Level 1 Inclusion Centre Deputy Manager
Band 4	£27,000 - £28,000	£30,128 - £31,244	• Level 2 Inclusion Centre Deputy Manager
Band 5	£28,000 - £29,000	£31,244 - £32,360	• Level 3 Inclusion Centre Deputy Manager • Level 1 Inclusion Centre Manager
Band 6	£29,000 - £30,000	£32,360 - £33,476	• Level 2 Inclusion Centre Manager
Band 7	£30,000 - £31,000	£33,476 - £34,592	• Level 3 Inclusion Centre Manager
Band 8	£31,000 - £34,000	£34,592 - £37,939	• Level 4 Inclusion Centre Manager
Band 9	£34,000 - £35,000	£37,939 - £39,055	• Level 4 Inclusion Centre Manager + Additional Responsibility
Band 10	£35,000 - £45,000	£35,000 - £45,000	• Provision Operations Manager

# Role Overview

Contract Length: **Permanent**

Hours per week: **37.5 hours per week**

Hours of work: **8am-4pm Monday to Friday**

Weeks of Work: **41 weeks per year**

Term-time only plus training dates. These could vary dependent on local authority of placement schools. 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.

Start Date: **Rolling Recruitment (please see website)**

We operate rolling recruitment for this role, with entry points being the start of each academic term (January, April and September) of each year. Your application will be considered for the next upcoming entry point, unless you state otherwise on your application that you would like to be considered for a later entry point.

Salary: **£26,000 - £29,000 actual salary (Salary progression opportunity to £35,000)**

See salary progression table on previous page to see how your salary will increase as you progress with us.

Location: **Various (please see website)**

We currently have a number of job openings in various locations of the UK, which are specified on our website.

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.

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

The main objectives and responsibilities of the role are to:

- Coordinating and overseeing the Inclusion Centre to ensure they is it successful and achieving its objectives for students as well as proposing and implementing efficiency improvements for daily operations as approved by the Inclusion Centre Manager
- Providing operational leadership through coordinating daily activities, staff roles and transitions and social times, ensuring the team are upholding daily responsibilities outlined by the Inclusion Centre Manager as well as ensuring scheduling and timely adjustments are made for a smooth timetable & curriculum offer
- Providing weekly updates and concise reports to school administration and support with documentation and paperwork for exclusion cases
- Contributing to developing and maintaining 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
- Managing and de-escalating student's challenging behaviour within the centre as well as overseeing and coordinating behaviour policies and procedures including setting and enforcing high behavioural standards, supporting teachers as needed and provide support for TFTF staff where appropriate
- Creating a positive learning environment for all pupils accessing the TFTF Inclusion Centre
- Working with the school staff to support and facilitate a pupil's successful academic journey
- Conducting 1:1 and group mentoring sessions using the bespoke TFTF Curriculum
- Oversee and conduct classroom support and ensure staff are effective in their positions throughout the day
- Taking a lead on the Reset element of the daily operation and are a key figure for the de-escalation work in the centr
- 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
- 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
- Full commitment to the role and to helping the company achieve its objectives
- Ability to work successfully within a team
- 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

## Ideal Candidate Profile

The Inclusion Centre Provision Deputy Manager role is an exceptional opportunity for those who are not just seeking a job but are driven by the mission of transforming the lives of young people across UK schools. Ideal candidates are vibrant, energetic, and deeply committed to influencing positive behavioural changes, fostering resilience, and nurturing the overall engagement of pupils. This role is designed for proactive individuals who thrive in dynamic classroom environments, who can independently manage and inspire a groups of pupils.

While previous experience in a similar role is not required, candidates with a background in engaging with young people—be it through teaching, sports coaching, youth work, or residential care—are highly desirable.

This position offers a unique chance to harness and grow these valuable skills, making it particularly attractive to those with a history in education, sports, or community youth projects.

The role also provides a well-balanced professional lifestyle. With 12 weeks of holiday per year and a workday structured from 8 am to 4 pm, it ensures that your dedication to the role is balanced with personal time. This role set up is not just a career; it's a lifestyle choice, offering the perfect blend of professional fulfilment and personal well-being.

If you are passionate about making a tangible difference, possess a zest for nurturing future generations, and are looking for a role that respects your work-life balance, the Inclusion Centre Deputy Manager position could be your ideal next step. Join us in our mission to shape brighter futures and witness the profound impact your guidance and mentorship can have on the lives of pupils across the UK.



## 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)



Belief

Courage

Growth