



Harrytown Catholic High School

Emmaus (Inclusion) Manager

Responsible to: Assistant Headteacher

Key Purpose of the Role

The overall goal of the Emmaus Manager is to create an environment where pupils can reflect on their actions, receive support, and ultimately improve their behaviour, while minimising disruption to their learning. The Internal Emmaus Manager will provide a consistent and supportive learning environment.

Key Responsibilities

- Co-ordinate and supervise internal exclusions.
- Overall responsibility for the day-to-day operation of our Emmaus (internal exclusion) Room.
- Maintain appropriate standards of behaviour within the room, in accordance with school policy, to ensure a safe, orderly and purposeful learning environment.
- Ensure pupils are aware of expectations, procedures and required standards
- Challenge and motivate pupils to promote and reinforce high levels of self-esteem.
- Liaise with staff to ensure appropriate and sufficient work is provided for each pupil and that the completed work is conveyed to the relevant staff.
- Develop and maintain an additional bank of resources to be used as required in liaison with Subject Team Leaders.
- Support and guide pupils as required to enable them to complete the work set to a high standard.
- Maintain the learning environment within the room, ensuring it is tidy and fit for purpose.
- To ensure pupils are ready for reintegration to the mainstream including restorative meetings.
- Develop restorative practices to support behaviour improvement and improve relationships between pupils and staff.
- Liaise closely with teaching staff and support staff to provide personalised support for all identified pupils that leads to them engaging in learning and achieving in line with their potential.
- Provide 1:1 support for pupils as required, including coaching and mentoring.
- Deliver therapeutic interventions under the direction of the Lead Behaviour Teacher.
- Support the Lead Behaviour Teacher in writing, delivering and reviewing of behaviour support plans.
- Under the guidance of the Lead Behaviour Teacher, plan and deliver behaviour intervention programmes to support pupils to reflect and improve their conduct.

Record Keeping and Data Analysis



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- To ensure that all electronic behaviour records are kept up to date with regard to Emmaus. Maintain accurate records and update SIMS / CPOMs with accurate information regarding internal exclusions.
- To analyse data about the use of Emmaus and suggest additional support measures where identified.
- Provide detailed half termly statistical reports and analysis on internal exclusion referrals for SLT.
- Create proformas to support the Heads of Year in reviewing impact of time spent in Emmaus.
- Track completion of post Emmaus review with Heads of Year and/or Pastoral Managers.

As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.