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| Post Title | **Assistant Inclusion Manager, Literacy and Numeracy** |
| Place of Employment | **Based at Shirebrook Academy\***  Aston Community Education Trust |
| Hours of Work | **37 hours per week, inclusive of 38 weeks of term time and 5 INSET days** |
| Salary | **Band F points 12 – 17**  **£21,575 - £23,644**  Based on full time salary of £24,496 - £26,845  *(plus an additional 1 week of pay if the appointee has 5 years or more continuous service with the Local Authority)* |
| Appointment | **Permanent Post to commence ASAP** |
| Closing date: | **Monday 19 June 2023, 9:00am** - Applications should be returned to [jstott1@shirebrookacademy.org](mailto:jstott1@shirebrookacademy.org) |
| Interview date: | **TBC** |

Shirebrook Academy is at the heart of the Shirebrook community. We are committed to making a real difference to the lives of our young people and will provide outstanding learning and enrichment opportunities for them throughout their time with us. To be able to achieve this, we need to have a team of dedicated and outstanding staff, who will contribute to our exceptional learning community. In May 2017 Shirebrook Academy joined ACET (Aston Community Education Trust) a forward thinking and rapidly developing multi-academy trust which further strengthens our capacity to improve opportunities for all our students and staff.

An opportunity has arisen for a dynamic and enthusiastic Assistant Inclusion Manager, Literacy and Numeracy to support the learning and teaching of KS3 and KS4 students. This is an exciting role and seen as a key appointment in developing the literacy and numeracy progress of students within the academy.

You will be:

* able to work alongside the SENDCo, the Vice Principal, SEND and the Assistant Inclusion Manager, SEND, to plan and deliver innovative and appropriate learning activities in English, Mathematics, Literacy and Numeracy
* able to contribute to CPD of colleagues within the trust
* able to efficiently and effectively deploy resources across the academy to support student progress and achievement
* committed to promoting positive values, attitudes and behaviour
* able to interest, engage and motivate students to work hard
* able to advance students’ learning in a range of classroom settings
* able to communicate effectively with stakeholders through leading regular review meetings, correspondence and written reports

\*You will be based at Shirebrook Academy but the role may involve working at other academies within the trust.

**Safeguarding**

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

It is an offence to seek employment in regulated activity if you are barred from working with children. This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk /government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

**Equality**

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

Please note if you have not received a reply within three weeks, your application has been unsuccessful. We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

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