

The appointment of an *Inclusion and Engagement Lead*

Required for September 2026



Anchored in Christ

Thank you for requesting information regarding the post of **Inclusion and Engagement Lead** at Chelsea Academy. We hope that the enclosed application pack and letter, along with the Academy's website, gives you all of the information that you need to help you apply for a post here.

Chelsea Academy is a great place to work and visitors often comment on the excellent behaviour of our students, the friendliness of our staff and the fantastic Academy building. Our aim is simple; to provide the best quality education for all the students that attend the Academy, to produce happy and employable young people and to become one of the best schools in London. If you would like to join us on that journey then we would love to hear from you.

Our most recent Ofsted inspection in September 2023, saw us being judged strongly good in all areas. We have also been recently awarded a glowing J1 for our SIAMS inspection. Both inspections evidence our excellent quality of education and commitment to ensure all students flourish both academically and pastorally. Recent outcomes at GCSE and A Level demonstrate strong progress for all students with the Academy's GCSE results this summer being the highest the Academy has ever achieved.

It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

The Academy prides itself on an outstanding staff body - both teaching and associate staff. Chelsea Academy is a happy and thriving environment in which to work; we attract hardworking, committed and passionate staff, all of whom are keen to progress further in their careers. Staff development and wellbeing is an ongoing priority because without recruiting and retaining the very best staff we cannot deliver on our vision.





Anchored in Christ

We are seeking to appoint an **Inclusion and Engagement Lead**. We are looking for an individual who possesses the ability to understand the need for meaningful inclusion to support the growing needs of learners and ensure that they can flourish during their time at the Academy. You will have secondary school-based experience supporting students who were or have been at risk of disengagement with school; at risk of suspension or exclusion and/or who are disadvantaged as a result of e.g. SEND/ socio-economic status or other. The main duties of this role are to:

- Work under the the guidance of the Leadership Team to promote and innovate strong inclusive practice across the Academy
- Engage with parents/ carers to ensure impactful partnership working
- Work with staff, parents/ carers and professionals to remove barriers to learning for identified students
- Lead on developing, reviewing and evaluating a range of interventions that promote genuine inclusion
- Support the delivery of interventions for students who are struggling with behaviour and or other barriers to learning
- Support the smooth running of the Internal Exclusion Room (IER), Reset and detentions. The successful applicant will be covering the IER for set periods every day
- Proactively work with the Lead for Disadvantaged students; the SENDCO and Inclusion Support Centre (ISC) staff to support at risk learners

We offer:

- Excellent professional development and career progression
- A relentless focus on staff wellbeing
- Positive working relationships at all levels
- An ambitious, dynamic and supportive Leadership Team
- Opportunity to gain experience through our partnerships with local schools and networks
- Cycle Scheme
- Access to staff wellbeing service
- Travel card loan scheme
- Use of Academy gym facilities

To apply for this post please complete the [Chelsea Academy Application Form](#). We do not accept CVs. The deadline for applications is **Tuesday 5th May, 2026. Interviews will be held throughout the duration of the advert, therefore early applications are encouraged. Chelsea Academy reserves the right to close the advert early if a suitable candidate is found.** It will assist the shortlisting process if applicants can address directly the criteria in the candidate specification in their supporting statements.

If you have any further questions about this post or want to know a bit more, then please feel free to contact Anisha Yatally (HR Manager) who will put you in contact with the relevant staff member.

If you want to work in a happy, purposeful inner city academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Mariella Ardron
Principal

Chelsea Academy · Lots Road · London · SW10 0AB

Principal: Mrs M Ardron

Inclusion and Engagement Lead Job Description

Purpose:	<ul style="list-style-type: none"> • To lead on and support genuine inclusive practice across the Academy for all students but especially those identified as disadvantaged. This includes students with SEND, CLA or PLAC; those known to Social Care and those eligible for Pupil Premium • To provide staffing for the Academy's key behavioural interventions including the IER, Reset and detentions • To work with the Pastoral team to best engage parents and carers for key identified students • To work within the wider Pastoral team as directed
Reporting to:	<ul style="list-style-type: none"> • Assistant Principal (Inclusion) tbc
Working time:	8.20 am to 5.00 pm daily with 40 minutes (unpaid) lunch break 39 weeks per annum
Salary:	Scale: CAA18-20 FTE £37,505-£38,631 Actual: £35,647 - £36,717 per annum

MAIN DUTIES

Other duties

- To attend full staff and other meetings with staff working groups as requested.
- To take part in training and Appraisal procedures.
- To carry out duties in the most effective, efficient and economic manner available.
- To contribute to the development of the Academy's Christian ethos.
- To support the Academy's Mission Statement.

Candidate Specification

Successful candidates are likely to be able to give evidence in support of all or most of the following:

Professional Skills and Experience

1. Possess appropriate qualifications and / or experience in a similar role.
2. Be ICT literate and be able to operate software effectively to support learning. (Google Workplace knowledge would be an advantage).

3. Experience of school data systems (Experience of SIMS would be an advantage but training will be given).
4. Possess the ability to manage time and prioritise effectively in a busy school environment.
5. To deal discreetly with confidential information.
6. Show evidence of continued professional development.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be part of a whole Academy team which seeks and develops a variety of opportunities to support students.
3. Possess integrity, optimism, resilience, calmness and a sense of proportion.
4. Be able to work flexibly in a changing environment.
5. Possess good written and verbal communication skills.
6. Possess excellent organisational and administrative skills.
7. Be willing to contribute to the wider life of the Academy.

This job description and Person Specification is not exhaustive and is subject to alteration in discussion with the post holder.

Equal Opportunities and Safer Recruitment

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

As part of our recruitment process we will also carry out an online search for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before the interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in paragraph 225 of Keeping Children Safe in Education (KCSIE) 2025. Any data collected during this search will be retained in line with our retention schedule which is available on request.