



The Rivers
C.of E. Academy Trust



Application Pack

Inclusion Assistant

An extraordinary education for every pupil



Welcome

Summerhill Primary Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Summerhill Primary Academy is a four-form entry primary school. which caters for pupils from age 3 to 11 years old. As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Summerhill Primary Academy is a 4 -form primary school located in Tipton, Sandwell.

It has 799 pupils from age 3-11 and 120 staff.

Established in 2005, Summerhill Primary School became an Academy in 2017 and have since joined The Rivers CofE Academy Trust in 2020, as Summerhill Primary Academy.

Performance

Our latest Ofsted judgement: "Good" (March 2022)

Quotes from the Inspectors:

"This well-led school is very successful at teaching reading and mathematics."

"Pupils behave extremely well. They are excited by their learning and treat each other and adults with great respect".

"Classrooms are calm and purposeful places in which to work and learn"



About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



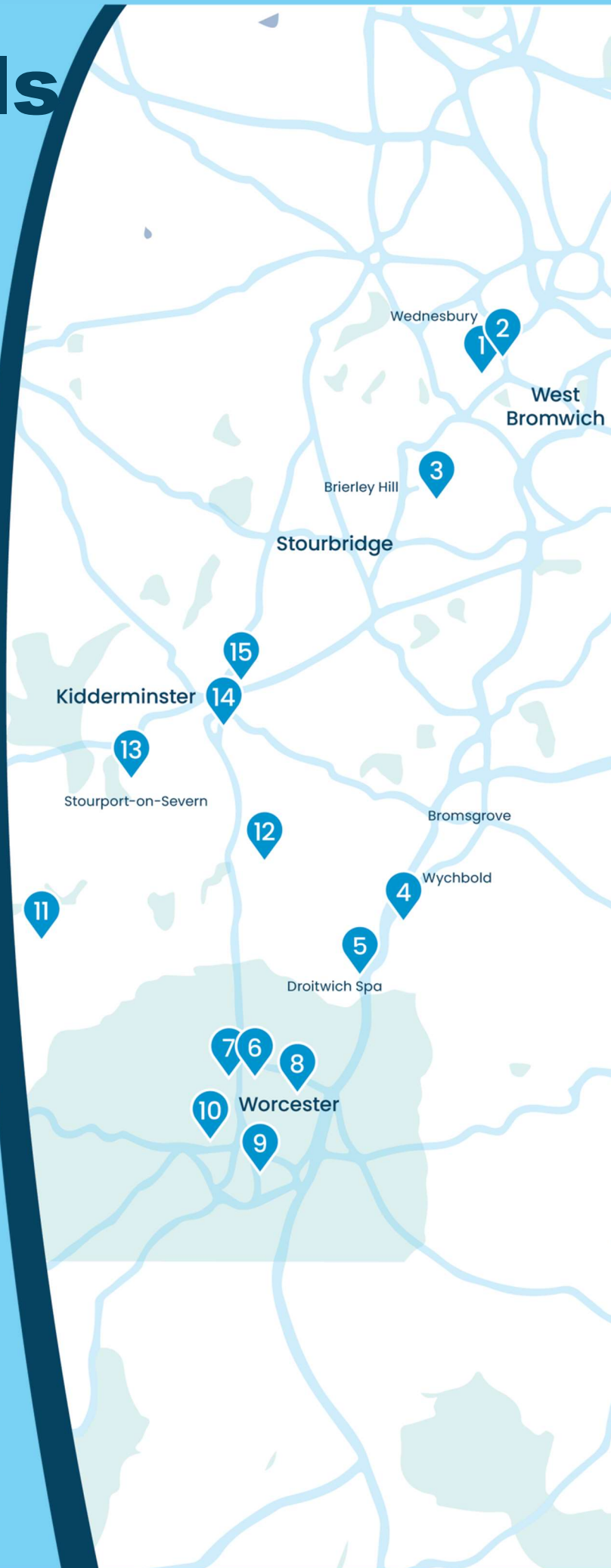
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy and Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title: Inclusion Assistant

Salary: Scale 4–5, *Points* 7–17, FTE Salary: £27,274– £32, 046. Actual salary (based on 37 hours) £23,428– £28,146 per annum.

Start date: As soon as possible

Contract Type: Permanent, Variable hours 32.5–37hrs per week (initial hours to be agreed with successful candidate), Term time only, plus training days

Reporting To: Headteacher/Assistant Headteacher

Location: Summerhill Primary Academy, Upper Church Lane, Tipton, DY4 9PF

Purpose: We are looking for an experienced Inclusion Assistant to support delivery of the Extraordinary Education anchor of the Rivers' 2030 Strategy: Inclusion by Design

You will be working directly with pupils, families, staff and leaders at Summerhill Primary Academy.

A core aspect of this role is to ensure a cohesive and effective approach across SEND, safeguarding, attendance and behaviour within the school, working closely with staff, pupils, families and external agencies where appropriate.

Job Description

The following areas are a guide to the type of operational work that will be involved:

Inclusion

- Support the coordination of whole school inclusion by joining up strategy and operational functions across SEND, safeguarding, attendance and behaviour
- Liaise with external agencies to support and enhance inclusion
- Analyse data to identify underrepresented groups and co-develop initiatives to increase participation and achievement
- Facilitate quality assurance opportunities and processes across inclusion areas

SEND

- Support the SENCO in delivering high-quality, inclusive provision for pupils with SEND across the school.
- Maintain and update SEND records, provision maps, pupil profiles and learning plans, ensuring information is accurate and current.
- Support the implementation, monitoring and review of EHCP provision, including supporting the SENCO to ensure identified provision is being delivered effectively.
- Work alongside teachers and support staff in classrooms to model effective SEND strategies, adaptations and approaches that enable pupils with additional needs to access learning successfully.
- Support within the school's enhanced provision as required and delivering appropriate learning, communication, regulation and engagement activities for pupils with complex SEND.
- Support staff to develop appropriate strategies for individual pupils, promoting consistency between classroom practice, interventions and agreed SEND provision.
- Monitor interventions and targeted provision for effectiveness, contributing to reviews, impact reports and case studies.
- Support the coordination and monitoring of medical needs within school, including maintaining appropriate records, individual healthcare plans and relevant documentation in liaison with families, school staff and external professionals.

Attendance and Engagement

- Work with the attendance officer and pastoral staff to monitor patterns of absence among SEND and disadvantaged students
- Contribute to the development and implementation of attendance action plans
- Engage with families where attendance concerns exist, particularly for students at risk of becoming persistently absent

Safeguarding and Pastoral Oversight

- Supporting the safeguarding team with casework, documentation, and referrals
- Work closely with pastoral teams to identify and address barriers to learning for vulnerable pupils
- Contribute to Early Help Assessments and multi-agency meetings when needed
- writing for projects that enhance inclusion and opportunities for pupils
- Work with external agencies, charities and community groups to develop inclusive programmes.

Job Description

Pupil Premium

- Maintain the Pupil Premium register and monitor the progress of students in this cohort
- Support the strategic deployment of Pupil Premium funding in collaboration with senior leaders
- Assist in evaluating the impact of Pupil Premium funded interventions, working alongside school leaders in reporting this information

Project Work and Strategic Initiatives

- Develop and coordinate targeted inclusion projects focused on increasing opportunities for underserved pupils
- Support funding applications and small-scale bid

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

Essential	Desirable
Skills, aptitude, knowledge and experience • Ability to work independently • Ability to use own initiative • Good understanding of safeguarding issues • Excellent practitioner • Excellent administrative and organisational skills with high attention to detail. • Competence in using digital tools and platforms for data management and communication.	• Good understanding of the new National curriculum • Safeguarding training undertaken • Offsite visit trained • EYFS Experience • Training in specific SEND
Personal qualities • Proactive and positive team player, able to work constructively as part of a team to understand school roles and responsibilities and own position within these. • Enthusiasm for learning and working with children • Caring, friendly, approachable, open, inclusive, welcoming, and personable • Able to maintain confidentiality at all times • Passionate about inclusive education and equity for all learners. • Be adaptive and responsive to change	• Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments
Qualifications • Level 3 Qualification (E.g. NVQ Level 3 in Childcare, BETC or NNEB or equivalent) or above • GCSE Maths and English, grade C or 4 and above • Experience in working in a school setting	• Evidence of further CPD • First Aid trained • Team Teach trained

How to Apply

Applications forms are available to download here:

[Vacancies | Summerhill Primary Academy](#)

Please email completed application forms to
hr-spa@riverscofe.co.uk by **9am Friday 16th October**

Shortlisting will take place on Friday 16th October 2026. If you have not heard back from us on this date, unfortunately you have not been successfully shortlisted.

Interviews for this post will take place on W/C 19th October 2026.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Summerhill Primary Academy. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 32



The Rivers
C.of E. Academy Trust

Get in Touch

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