



**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**



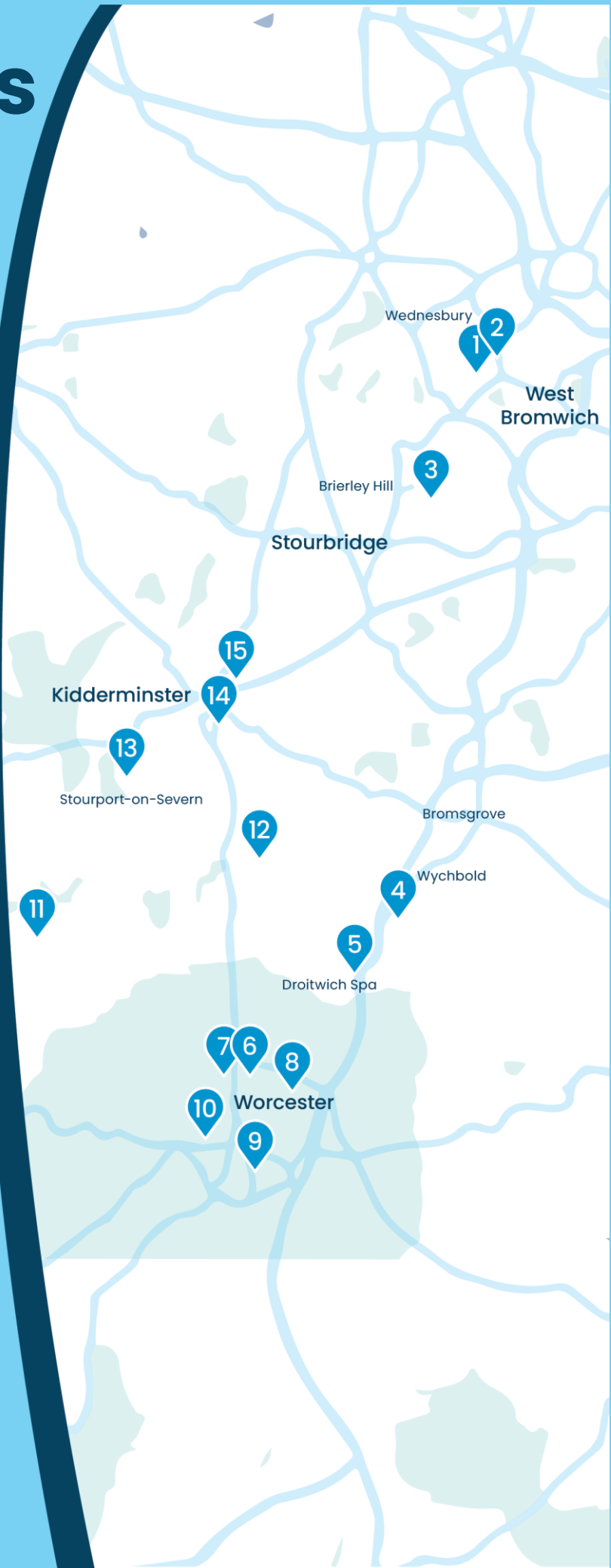
**Respect**



**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/](http://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/](http://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

<b>Job Title:</b>	<b>Inclusion Assistant</b>
<b>Salary:</b>	Scales SO2-PO1, points 26 to 31, Actual salary £33,667 to £38,572
<b>Start date:</b>	November 2025
<b>Contract Type:</b>	Permanent, 37hrs/week , Term Time + 3 weeks (41 weeks in total).
<b>Reporting To:</b>	Headteacher/Director of Inclusion
<b>Location:</b>	Summerhill Primary Academy/other Trust locations as required

**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, with capacity to support across other schools within the trust as required by the Rivers' Director of Inclusion.

A core part of the role is to join up strategy and operational functions across SEND, safeguarding, attendance and behaviour, internally and externally. SEND will be the primary area of focus, ensuring the highest quality support is provided for our most vulnerable learners.

# Job Description

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

## **Inclusion – Leadership and Management**

- 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
- Assist in preparing for inspections, audits, or external reviews related to inclusion
- Support the ongoing development of the Rivers' 2030 Strategy: Inclusion by Design, working closely with the Director of Inclusion and other Trust-wide Inclusion Leads

## **SEND**

- Support the SENCO in delivering high-quality provision for students with SEND
- Maintain and update SEND records, provision maps and learning plans
- Support the implementation and review of EHCPs and ensure compliance
- Monitor interventions for effectiveness, contributing to impact reports and case studies
- Analyse and interpret relevant national, local and school data to support the SENCO to identify pupils needs quickly

## **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

## **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 focussed on increasing opportunities for underserved pupils
  - Support funding applications and small-scale bid writing for projects that enhance inclusion and opportunities for pupils
  - Work with external agencies, charities and community groups to develop inclusive programmes
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# Job Description

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.

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# Person Specification

Criteria	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• Degree level qualification or equivalent in education, SEND or related field</li><li>• Evidence of continued professional development in SEND or inclusion practices</li><li>• Proven experience working in an inclusion or SEND support role within an educational setting</li><li>• Demonstrated ability to implement and maintain effective inclusion-based systems and processes including the maintenance of SEND data/information and following statutory processes</li><li>• Experience of working collaboratively with multi-disciplinary teams, Local Authorities and external agencies</li></ul>	<ul style="list-style-type: none"><li>• Experience in using assessment/screening tools to be able to support and understand students' needs</li><li>• Qualified trainer within an area of inclusion (e.g. SEND/ Safeguarding)</li><li>• DSL/DDSL Experience</li></ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"><li>• Excellent administrative and organisational skills, with high attention to detail</li><li>• Ability to manage competing priorities and meet deadlines</li><li>• Strong communication skills, both written and verbal, with the ability to liaise effectively with staff, families and professionals</li><li>• Competence in using digital tools and platforms for data management and communication including school MIS and assessment/provision mapping software</li><li>• Ability to work independently and within a team</li><li>• Ability to challenge sensitively at a high professional level</li></ul>	<ul style="list-style-type: none"><li>• Training in specific SEND areas (e.g., autism, speech and language, SEMH)</li><li>• Experience in delivering staff training or workshops related to SEND/ Safeguarding</li></ul>

# Person Specification

(continued)

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"><li>• Strong understanding of the SEND Code of Practice and statutory responsibilities</li><li>• Knowledge of inclusive education principles and practices</li><li>• Familiarity with safeguarding procedures and child protection policies</li><li>• Understanding of data protection and confidentiality in relation to pupil records</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Rivers’ 2030 Strategy and commitment to its values</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Passionate about inclusive education and equity for all learners</li><li>• Proactive, flexible and solution-focused</li><li>• Empathetic and approachable, with a commitment to building positive relationships</li><li>• High level of integrity and professionalism</li><li>• High expectations for themselves and the people they work with</li><li>• Be committed to providing a high-quality service</li><li>• Be adaptive and responsive to change</li></ul>	

# 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 3<sup>rd</sup> October**.

Shortlisting will take place on Friday 3<sup>rd</sup> October. 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 during w/c 6<sup>th</sup> October 2025 as agreed with the applicant.

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 3282.

# Get in Touch

## **Summerhill Primary Academy**

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W: [Home | Summerhill Primary Academy](#)

## **The Rivers C of E Academy Trust**

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W: [www.riverscofe.co.uk/](http://www.riverscofe.co.uk/)