



Barr's Hill School
Building Brighter Futures

Inclusion Co-ordinator

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	INCLUSION CO-ORDINATOR
OPPORTUNITY	<p>We are seeking to appoint an excellent Inclusion Co-ordinator to work with the Hubs and Inclusion Teams to ensure that students make outstanding progress by removing barriers to learning.</p> <p>Responsibility for students who access Student Services Heart Space for independent learning, well-being support and bespoke learning packages.</p> <p>You will be a positive role model and have a flexible approach to working.</p>
REPORTING TO	Hub Director
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/ HOURS	Grade 4 – £22,066 - £25,089 per annum pro-rata 37 hours / 39 weeks: Mon – Thu 8.00 am – 4.00 pm & Fri 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none">- Competitive rates of pay- Professional development opportunities- Career pathways across the Trust- Teacher / Local Authority Pension Scheme- Online retail discount- Employee Assistance Programme- Family Friendly policies to support family & carer commitments- Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>



Job Description

Job Purpose:

To work with the Hubs and Inclusion Teams to ensure that students make outstanding progress by removing barriers to learning. Responsibility for students who access Student Services Heart Space for independent learning, well-being support and bespoke learning packages.

Duties and responsibilities

Student progress

- Co-ordinate support for students in their learning, and encourage positive attitudes and behaviour in and around school.
- Support with the transition arrangements from one key stage to another.
- Lead bespoke transition arrangements for a named caseload of students.
- Lead the organisation of Hub events
- To develop and provide mental health and well-being support across the school, including the CPD and timetabling of student mental health ambassadors, alongside providing specific 1:1 mental health support to an identified caseload of students.

Student attendance

- Improve attendance by supporting robust systems and intervening with key students.
- Support the co-ordination of punctuality procedures that ensure students are not late to school or lessons.
- Work with named key students to monitor and reduce internal and external truancy.
- Maintain accurate attendance records.
- Liaise closely with parents of students with attendance concerns to raise their attendance.
- Work systematically to improve parental engagement via the establishment of working relationships with hard to reach families.



Behaviour and rewards

- Support the running of effective behaviour systems that are clear and consistent.
- Support the Hub Team and tutors to manage behaviour incidents.
- Liaise with parents regarding behaviour issues.
- Work proactively with the Hub Team to prevent issues occurring.
- Co-ordinate Hub rewards and reward events
- Promote a positive ethos by ensuring that rewards are prominent and regular and that parental communication is integral to the rewards system.
- Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Inclusion Co-ordinator are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Other

- To be a port of call for Child Protection issues within the Hub, work with colleagues in the Hub and the DSL/DDSL to ensure effective follow up where required.



▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or above or equivalent 	<ul style="list-style-type: none"> Educated to level standard or equivalent qualification 	Application form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure. Able to work within set timescales and meet deadlines. Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals and parents Able to be proactive, pre-empting student needs. Able to support with the implementation of the school's Behaviour Policy. Able to work as an effective team member and work on own initiative. Able to maintain confidentiality and data security. Be able to form professional relationships with students, some of whom may have additional needs. 		Application form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> • Providing individual support for children and young people • Genuine desire to help young people from disadvantaged backgrounds succeed. • Be able to guide and coach students. 		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of the different ways students learn. • Understanding of the needs and characteristics of young people. • Understanding of the roles played by various adults in the education of young people. 		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of The Trust: Students First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:
Monday 25 August 2025

Interviews:
tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.