



Fir Vale Academy

The best in everyone™

Part of United Learning

Briefing Pack for Applicants

Inclusion Co-Ordinator

March 2026

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Section 1 - Post Advertisement



Fir Vale Academy
The best in everyone™
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Job title:	Inclusion Co-Ordinator
Location:	Fir Vale Academy, Owler Lane, Sheffield, S4 8GB
Starting salary:	FTE salary of £30,985.00 with an actual of £28,106.00 per annum
Hours of work:	Full-time, 37.5 hours per week, 08:00 – 16:00 – 41 weeks

Fir Vale Academy is seeking to appoint an Inclusion Co-Ordinator to join their established team. The academy is part of United Learning, a national group of schools and academies. Fir Vale Academy is an 11-16 secondary school located in the north of Sheffield. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.

The Inclusion Co-ordinator will design and lead a supportive programme within the school that addresses the individual learning, behavioural and SEND needs of some of our most vulnerable students, who find it challenging to learn in a classroom setting.

The Inclusion Co-ordinator will create bespoke interventions, provide focussed and targeted support, and work collaboratively with teachers, staff and families to raise aspirations, outcomes and attendance. They will help selected students to engage more effectively and positively with their learning, manage their behaviour, develop essential skills, and succeed within the school environment.

The academy is part of United Learning, a national group of schools and academies. United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

We are looking for someone who:

- Is reliable, highly motivated and self-driven
- Shares our moral purpose of ensuring that all our young people receive the best education possible in a supportive environment from people who care about them
- Someone who is resilient, dynamic, and passionate about improving the life chances of all children in our community but also displays humility and a reflective approach to improvement
- A team player with strong communication skills

We will offer you:

- Highly competitive salary
- Excellent facilities and resources
- Access to an outstanding professional development programme
- Polite, respectful and dedicated students who want to learn and fulfil their potential
- A respectful working environment
- Colleagues who are supportive, friendly and who are committed to each other's professional development
- A chance to become part of one of the largest groups of academies in the country

- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions
- Access to training through the Apprenticeship Levy
- Westfield benefits platform
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [ADD LINK](#) and complete our online application form. Please note that CVs are not accepted.

The closing date for this post is Sunday 22nd March 2026. Interviews will take place soon after.

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Fir Vale Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Fir Vale Academy, Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Fir Vale Academy



Dear Candidate,

Thank you very much for your interest in joining Fir Vale Academy. I am delighted to introduce you to our school, and I hope this application pack gives you a clear sense of our values, our community, and the exciting opportunity this role presents.

Fir Vale Academy is a diverse and dynamic 11–16 secondary school, proudly serving the North of Sheffield. We are part of the United Learning family of schools, and we work closely with our cluster partners to share best practice and drive improvement. We fully subscribe to the ethos and values of United Learning, which align closely with our own commitment to ambition, opportunity, and determination for every student.

You are very welcome to contact me directly for an informal conversation prior to applying, and we would be pleased to arrange a visit so you can experience our school in action.

Thank you again for considering Fir Vale Academy as the next stage in your career. I wish you the very best of luck with your application.

Warm regards,

Danny Bullock
Principal

Section 5 – Job Description



Job Description

Post title	Inclusion Co-Ordinator
Salary	FTE salary of £30,985.00 with an actual of £28,106.00 per annum
Responsible to	Assistant Principal
Responsible for	
Role purpose	The successful candidate will be relentlessly positive in finding ways to support our students achieve their potential. They will support our children in building their aspirations and resilience. They will have a proven ability to work with children with SEND, particularly students with complex emotional needs.
Relevant qualifications	

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The Inclusion Co-ordinator will design and lead a supportive programme within the school that addresses the individual learning, behavioural and SEND needs of some of our most vulnerable students, who find it challenging to learn in a classroom setting.

The Inclusion Co-ordinator will create bespoke interventions, provide focussed and targeted support, and work collaboratively with teachers, staff and families. They will help selected students to engage more effectively and positively with their learning, manage their behaviour, develop essential skills, and succeed within the school environment.

The Inclusion Co-ordinator will offer bespoke pastoral care and work with students, staff and families to raise aspirations and attendance.

Key Responsibilities

Programme development and implementation:

- To design and implement a specialised programme that supports students with diverse learning, behavioural and SEND needs
- Develop individualised plans for students, focusing on strategies to help them overcome barriers to learning and succeed academically and socially

Student support and behaviour management:

- Deliver targeted interventions and support, including one to one and small group work, tailored to meet the individual needs of students with SEND, with a particular focus on those with social, emotional, and mental health (SEMH) needs
- Implement effective behaviour management strategies to promote positive behaviour, engagement, and self-regulation in students, helping them to develop skills for managing their own actions and interactions

Collaboration with staff:

- Collaborate with teachers, support staff and school leaders to ensure consistency across the school environment
- To work with the attendance team to conduct home visits for students where necessary
- Support teachers with strategies for managing challenging behaviours, offering guidance and resources as needed

Family and community engagement:

- Engage and communicate regularly with families to update them on student progress in learning and behaviour, and involve them in the support process
- Work with external agencies and support services to provide additional resources for students and their families

Monitoring and reporting:

- Track student progress and evaluate programme effectiveness, providing regular reports to the Senior Leadership Team (SLT)
- Analyse data to identify strength and areas for development within the programme, ensuring continuous improvement

Professional development:

- Stay updated on best practices for supporting students with behavioural, learning and SEND needs, attending relevant training as required

General

- Develop excellent working relationships with colleagues internally, centrally and externally
- Be an effective and flexible member of the team
- Ensure any documentation produced is to a high standard and is in line with the in-house style
- Participate in training and other learning activities as required
- Participate in the Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the academies at events as appropriate

- To support and promote academy and United Learning’s ethos, playing a part in strengthening relationships between academies and with central office
- To be aware of, and comply with, United Learning’s policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Human Resources
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Inclusion Co-Ordinator		
Salary	FTE salary of £30,985.00 with an actual of £28,106.00 per annum		
Education and Qualifications	Essential	Desirable	
Strong Literacy and numeracy – GCSE Maths and English (Grade C/4 or above) or equivalent.		x	
Relevant Degree or Qualification – A degree in education, psychology, social work, or a related field would be beneficial. Equivalent experiences may also be considered.		x	
Pastoral, SEND or Behaviour Training – Experience or qualifications related to behaviour management, student engagement, SEND, or mentoring	x		
Experience	Essential	Desirable	
Experience working with SEND, vulnerable or disengaged students	x		
Relevant experience working in an educational or pastoral setting.	x		
Knowledge of safeguarding procedures and experience with a willingness to undertake further training and qualifications.	x		
Understanding of Special Educational Needs and Disabilities (SEND) and how to support students with additional needs.	x		
Experience of liaising with external agencies to support student welfare.		x	
Knowledge and Skills	Essential	Desirable	
Ability to plan and implement targeted interventions for students struggling with engagement.	x		
Strong interpersonal and communication skills to build relationships with students, parents/carers, and staff	x		
Excellent IT skills, including strengths in Microsoft Excel		x	
Ability to maintain efficient record keeping systems	x		
Ability to take personal responsibility for organising day to day tasks	x		
Knowledge of strategies for improving attendance and reducing suspensions.		x	
Knowledge and understanding of current educational issues.		x	
Teamwork	Essential	Desirable	
Recognises the contribution and achievement of colleagues.	x		
Keeps colleagues, stakeholders and/or customers informed of progress.	x		
Treats others fairly, openly and consistently.	x		
Expresses disagreement or challenges views calmly, constructively and tactfully.	x		

Supports and co-operates with colleagues.	x	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	x	
Able to make connection between their work and the benefits to students.	x	
Good written and verbal communication skills.	x	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	x	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	x	
Organised and good attention to detail.	x	
High expectations of self.	x	
The ability to act on advice and be open to coaching.	x	
A commitment to extra-curricular activities.	x	
The ability to motivate others.	x	
The ability to establish effective working relationships with individuals, groups and organisations.	x	
The ability to remain calm and de-escalate situations.	x	
A commitment to support the school's aims, vision and ethos.	x	
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	x	
A willingness to contribute to the wider life of the school.	x	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Fir Vale Academy



Fir Vale Academy

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Part of United Learning

Fir Vale Academy
Owler Lane
S4 8BG

Website: <https://www.firvale.com>

Email: enquiries@firvale.com

Telephone: 0114 2439391

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