



THE STOURPORT HIGH SCHOOL & SIXTH FORM COLLEGE



Inclusion Coordinator

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INFORMATION FOR APPLICANTS

APPLICATION CLOSING DETAILS

Closing Date: Wednesday 19th March 2025
Closing Time: 9am



HEADTEACHER'S WELCOME



Welcome to The Stourport High School and Sixth Form College (SHS)! We're delighted you're interested in learning more about our school.

At SHS, we're more than a school; we're a community, a family where everyone belongs. We're dedicated to nurturing academic excellence alongside the character and well-being of each student. Our vision is to be a vibrant hub, fostering strong community bonds and providing opportunities for growth and shared experiences.

We are committed to inclusive excellence, celebrating diversity and providing a personalised and collaborative approach to education. We ensure each student is challenged and supported to reach their full potential. Our core values of kindness, determination, and respect underpin all that we do.

This is an exciting time for SHS as we grow in brilliance and solidify our vision by building strong foundations. As Headteacher, I am driven by a passion to ensure everyone feels empowered to be their best—students and staff alike. This allows them to thrive and have the greatest possible impact on future endeavours. We embrace change, navigate the evolving world of education, and work to secure the future of all our children, supporting them in overcoming any barriers they may face.

I encourage you to explore all that our school has to offer and engage with the challenges it presents, so that you can take pride in being part of our family and our important profession, and experience the joy of belonging.

Dr Lizzy Ford | Headteacher

"Every child celebrates
their own success
& the success of others"

Our Values & Ethos



A School at the Heart of its Community: We're more than just classrooms and textbooks. We aim to be a vibrant hub, fostering strong bonds within our community and offering opportunities for growth and shared experiences.

Nurturing Character and Well-being: We believe in developing well-rounded individuals. We actively teach our core values, creating a supportive environment where every student feels valued and empowered.

Inclusive Excellence for All: We celebrate diversity and are committed to providing an education where everyone can thrive. Our approach is personalised and collaborative, ensuring each student is challenged and supported to reach their full potential.

KINDNESS . DETERMINATION . RESPECT



CEO's Welcome



Dear Applicant

Thank you for your interest in joining a Severn Academies school.

The Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



JOB DESCRIPTION



Introduction

Job Title: Inclusion Coordinator

Reporting to: Director of Student Services

Start Date: As soon as possible

Salary: Unqualified Teacher Scale 1 - 6, actual annual salary £21,731 - £33,902

Contract Type: 37 hours per week working term time only + TEDs, Permanent position.

The Inclusion Coordinator will be responsible for coordinating the inclusion room and detention system. This will include implementing strategies which promote student wellbeing and break down barriers to learning to ultimately improve student outcomes and reduce the number of exclusions (fixed term and permanent), whilst developing and maintaining our internal inclusion systems. The Inclusion Coordinator will need to be flexible in their approach to enable strategies to be tailored to the individual needs of students accessing Support.

The postholder will have the ability to demonstrate their commitment to the role and how they can support the trust in fostering collaboration ensuring the continual improvement of the quality of students' learning is at the top of the business agenda.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

Key Responsibilities

- To embody the values, vision and ethos of The Stourport High School & Sixth Form College and the Severn Academies Educational Trust.
 - Assist the Headteacher in delivering policy which will ensure high quality and successful outcomes for The Stourport High School & VI Form College.
 - Take responsibility for your own ongoing personal development and growth of expertise.
 - Modelling and promoting the Trust's wellbeing principles.
 - Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
 - Committed to delivering the highest standards of learning support to students with a range of needs
 - To keep abreast of best practice developments in order to inform internal procedures and processes are most effective.
 - To be aware of responsibilities towards behaviour management and respond accordingly whenever required
 - To identify students at risk of exclusion and then manage strategies, arrange alternative provision, and coordinate family liaison, under the direction of the Assistant Principal.
 - To coordinate the inclusion provision
 - To deliver effective interventions for students at risk of exclusion working outside of the classroom.
 - To develop effective strategies for helping students increase confidence and self-esteem.
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JOB DESCRIPTION



Specific Duties

- To manage students in the inclusion room, ensuring all students are working on lesson material, reading or completing restorative behaviour interventions.
- Use resources, such as digital resources or exercise books, to supplement the learning of students
- Feedback to teaching staff about the work completed by students.
- To ensure all records for the inclusion room are maintained and up to date.
- Manage the resources of the inclusion room to ensure it is a purposeful well resourced environment
- To provide student mentoring through small group projects and one-to-one working outside of the classroom.
- To organise meetings with students to support and increase student wellbeing.
- To work with SLT and the Student Wellbeing team to identify students at risk of exclusion
- Under the direction of the Director of Student Services, with the Pastoral team and SEND teams to facilitate action plans for aspects of student emotional wellbeing support in school.
- Working with identified students to pinpoint issues which are creating barriers to their learning and developing/implementing strategies which maximise their learning outcomes.
- To deal with personal issues that are affecting students' performance at school and report appropriate action required to the relevant member of the pastoral team.
- Implement strategies and support for students to enable them to positively regulate emotions, build self-esteem, confidence and resilience.
- To support students with integration issues within their wider social environment.
- To work as part of the on-call team, supporting duty issues in lessons.
- To manage a caseload of identified students, under the wellbeing remit, liaising with Pastoral Leaders, Form Tutors, Teachers and other support staff departments as required.
- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time.

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
 - Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
 - Ensure that output and quality of work is of a high standard and complies with current legislation / professional standards.
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JOB DESCRIPTION



Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

GDPR:

Our GDPR privacy notices can be viewed on our [website](#).

Applicants must have the ability to support pupils through fluent and accurately spoken English.

NB. An enhanced DBS Disclosure is an essential requirement for this post.



PERSON SPECIFICATION



Attributes	Essential	Desirable
Education & Professional Qualifications	<ul style="list-style-type: none"> GCSE qualifications including English and mathematics. Relevant examples of continuous professional development 	<ul style="list-style-type: none"> Willingness to undertake appropriate training and a commitment to continuing professional development
Experience	<ul style="list-style-type: none"> Experienced in working with young people in a school setting. Developing positive partnerships with parents leading to improved outcomes for young people. Leading a pastoral group of students in a school. Experience of working with young people and families. 	<ul style="list-style-type: none"> Supporting young people in a range of settings. Experience of working collaboratively with senior management, parents and carers.
Knowledge	<ul style="list-style-type: none"> Ability to work effectively with the Senior Leadership Team to best support the students Ability to relate to young people. Use of IT The ability to use a range of tools and evidence including performance data to support, monitor and evaluate progress. Commitment to Equal Opportunities 	<ul style="list-style-type: none"> An awareness of school based education including child development The ability to create, recognise and exploit opportunities whenever they occur Commitment to quality and improvement.
Personal Qualities	<ul style="list-style-type: none"> Flexible attitude with the confidence to deal with changing situations. Resilience and resourcefulness. Professional manner with the ability to work as part of a wider student support team Excellent interpersonal skills and communication skills. Ability to work accurately under pressure, to tight deadlines Ability to maintain strict confidentiality. Commitment to enhancing the life chances of children. Demonstrate a commitment to and understanding Dedication to implementing policies relating to the safeguarding, safety and welfare of children. Honest, reliable and trustworthy. Able to work effectively with little supervision Ability to work on own initiative and as part of a team. Flexible approach to working arrangements. 	

APPLICATION PROCESS



1

SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



APPLICATION PROCESS



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SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

WHERE TO SEND COMPLETED APPLICATIONS

Completed applications should be returned to
recruitment@saet.co.uk



**If you would like to know more
about working with us please
get in touch**



01299 872950



shs.worcs.sch.uk



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