

# Information Booklet

Inclusion Hub Lead



# A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

# About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

*We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.*

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX  
[www.themast.co.uk](http://www.themast.co.uk) | 01484 865444

# Joining the Trust

## Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

## Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

## Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

## Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

## Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

# Inclusion Hub Lead

For the Scissett Middle School

Organisation	Scissett Middle School
Job Scale	Grade 9 (FTE £27,254.00)
Hours	37 hours per week term time only plus 5 days
Type	Permanent
Job share	Can be considered for the right candidate
Location	The primary place of work shall be Scissett Middle School, you may be required to work at any school within the Trust.
Responsible to	Senior lead responsible for School Culture

JOB CODE	SMSIHL1225
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**The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.**

**Appointments will be subject to an Enhanced DBS check.**



## Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. Scissett Middle School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Education Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. You will support the delivery of an effective education and curriculum function in line with schools policies and procedures.

## Basic Job Purpose

The School Inclusion Hub Lead will be responsible for leading and managing the school's inclusion provision; supporting pupils who face challenges in accessing some or all of the mainstream curriculum. This role is pivotal in ensuring that all pupils, regardless of their individual needs or circumstances, are given the opportunity to thrive academically, socially, and emotionally.

The successful candidate will work collaboratively with staff across the school to identify and remove barriers to learning, with the ultimate goal of reintegrating pupils into mainstream lessons as soon as possible.

### **In summary the role will include:**

- To set up and oversee the day-to-day running of the school inclusion hub.
- To ensure those pupils attending the inclusion hub continue to access learning and make progress through the prescribed curriculum.
- To oversee the pastoral care and academic progress of pupils in the inclusion hub.
- To deliver behaviour workshops and interventions for pupils who are in the inclusion hub.
- To work with pupils, and in partnership with parents, appropriate staff, and other agencies, to bring about improved behaviour and attendance.
- To take on supervisory duties as determined by the school.

### **The successful applicant will:**

- Be flexible and caring.
- Have excellent interpersonal skills.
- Be committed to contributing as part of a successful team.
- Be passionate about enabling every child to fulfil their potential.
- Have a good sense of humour.

## Specific Responsibilities

### Leading the school inclusion hub.

- To deliver an individualised curriculum for identified pupils who attend the Inclusion Hub. This will involve working closely with subject strategic leads, class teachers and key pastoral staff.
- Develop and implement strategies to support pupils with a range of needs (e.g., SEMH, SEND, attendance issues).
- Monitor and evaluate the effectiveness of the provision and make improvements as needed.
- Identify pupils who require additional support and coordinate tailored interventions.
- Work directly with pupils to build confidence, resilience, and readiness for reintegration into mainstream classes.
- Track pupil progress and maintain detailed records of interventions and outcomes.
- To provide purposeful feedback to pupils about their learning.
- Liaise with external agencies and professionals to secure additional support where necessary.
- Develop and oversee personalised reintegration plans for pupils returning to mainstream learning.
- Monitor reintegration progress and provide ongoing support to pupils and staff.
- Manage behavioural incidents promptly and effectively in the hub.
- Act as a key adult for vulnerable pupils, providing pastoral care and emotional support.
- Attend pastoral meetings as a key member of this important team.

### Pastoral / Behaviour for learning

- To provide daily pastoral support to pupils attending the hub.
- To ensure pupils are recognised and rewarded for excellent effort and positive contributions.
- To support the good attendance and punctuality of pupils in the hub.
- To ensure the safety and wellbeing of all pupils within the inclusion hub, liaising with the Designated Safeguarding Lead as required.
- To implement strategies which reduce barriers to learning by supporting pupils with behaviour management and self-regulation.
- To liaise with the relevant pastoral staff and school leaders on the progress, attendance and welfare of relevant pupils.
- To liaise with the SENDCo as required regarding pupils with special educational needs.
- To be the point of contact for parents of pupils who attend the inclusion hub.
- To address issues as they arise or referring them on as necessary.

### Relationship with Pupils, Parents and the Wider Community

- To build positive and secure relationships with pupils and their families.
- To provide feedback to parents regarding their child's progress.
- To ensure vulnerable pupils receive suitable emotional, mental health and well-being support, which will help them reintegrate back into mainstream education.
- To implement community projects that will provide mental health and well-being support for vulnerable students as well as building confidence and resilience.
- To promote positive attitudes from pupils and families towards education to ensure pupils benefit fully from the opportunities available to them.

### Support for the School

- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other professionals to support the progress of pupils.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in relevant meetings and training as required.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Supervise pupils at lunchtimes and breaktimes as required.
- Be responsible for maintaining and updating records, information and data in line with school policies.

#### **Further Duties**

- To carry out additional tasks deemed reasonable by the Head of school.
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development.

#### **Equal Opportunities**

- To promote equal opportunities in education in order that all pupils and young people and families will gain optimum benefit from the service provided at Scissett Middle School.
- To promote and ensure that all pupils and young people are happy, healthy, safe, successful and achieve economic wellbeing.

#### **Generic Staff Requirements**

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, pupils, parents and the wider community.
- Adhere to the principles expressed in the aims of the school and its values.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up-to-date with all aspects of the Child Protection Policy as it applies to the post.
- To respect the confidential nature of information relating to the school and pupils.



## Person Specification – Inclusion Hub Lead

<b>E</b>	Essential	<b>A</b>	Application Form
<b>D</b>	Desirable	<b>T</b>	Test/Exercise
		<b>I</b>	Interview
		<b>R</b>	References

### Qualifications & Experience

<b>E</b>	5 or more GCSEs at grade C or above, including English and Maths (or equivalent)	<b>A</b>
<b>D</b>	Training in relevant learning strategies e.g. phonics, maths mastery etc.	<b>AI</b>
<b>D</b>	First Aid Qualification	<b>A</b>
<b>E</b>	Experience of working with children / young people	<b>AI</b>
<b>D</b>	Experience of implementing and managing strategies for behaviour management	<b>AI</b>
<b>D</b>	Experience of working with pupils on a 1:1 basis, supporting pupils with special educational, additional or behaviour needs	<b>AI</b>
<b>D</b>	Experience of working with vulnerable students experiencing anxiety and mental health concerns resulting in Emotionally Based School avoidance	<b>AI</b>
<b>D</b>	Experience of assisting teachers in delivering the curriculum	<b>AI</b>

### Knowledge & Understanding

<b>E</b>	Knowledge of the National Curriculum applicable to the school and other basic learning programmes/strategies	<b>AI</b>
<b>E</b>	Understanding of child development and learning	<b>AI</b>
<b>E</b>	Knowledge and understanding of effective teaching and learning strategies, and assessment of pupils' progress.	<b>AI</b>
<b>E</b>	Knowledge of the range and type of interventions available for vulnerable cohorts and be able to apply these appropriately in the context of the school's resources and the individual child	<b>AI</b>
<b>D</b>	Understanding and commitment to the Trust's Equality and Diversity Policy and how it relates to the duties of the job	<b>AI</b>
<b>E</b>	Knowledge of Keeping Children Safe in Education and how this relates to the duties of the job	<b>AI</b>

<b>Skills &amp; abilities</b>		
<b>E</b>	Effective use of ICT to support learning	<b>AI</b>
<b>E</b>	Ability to communicate effectively with pupils and staff members	<b>AI</b>
<b>E</b>	Ability to relate to children / young people	<b>AI</b>
<b>E</b>	Ability to work as a team member	<b>AI</b>
<b>E</b>	Ability to work with children exhibiting behavioural difficulties	<b>AI</b>
<b>D</b>	Demonstrate ability to effectively motivate and supervise a team of staff	<b>AI</b>
<b>E</b>	Ability to diffuse situations and actively seek resolution	<b>AI</b>
<b>Personal Qualities</b>		
<b>E</b>	An excellent record of attendance and punctuality	<b>R</b>
<b>E</b>	Adaptability to changing circumstances/new ideas	<b>I</b>
<b>E</b>	Ability to inspire confidence in staff, students, parents and others	<b>I</b>
<b>E</b>	A commitment to inclusive education	<b>I</b>
<b>E</b>	Reliability, integrity and stamina	<b>IR</b>
<b>E</b>	A good sense of humour	<b>I</b>
<b>D</b>	Determination to succeed and the highest possible expectations of self and others	<b>I</b>
<b>D</b>	Resilience and perspective	<b>I</b>

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

# Application Details

Thank you for taking the time to read this pack.

## **Applying for the role of Inclusion Hub Lead**

If you wish to apply for the post of Inclusion Hub Lead then please complete the application forms found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission **ONCE** you have populated each section. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

The application form requires you to provide in addition to personal details, educational achievements and employment history clear and concise examples of how you meet the following areas:

- Relevant Experience
- Education and training attainments
- General and specialist knowledge
- Skills and Abilities
- Additional factors in continual professional development

If you require support to complete the application please contact [recruitment@themast.co.uk](mailto:recruitment@themast.co.uk) or telephone 01484 598898 to speak to the HR department.

## **The job code for this role is SMSIHL1225**

If you would like an informal discussion with regards to the role prior to applying please email [hr@themast.co.uk](mailto:hr@themast.co.uk) to arrange a discussion or visit.

## **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

### **Equality Opportunity Monitoring**

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

### **Dates**

The closing date for applications is Monday 19<sup>th</sup> January 2026 at 9:00am.

The interview date is expected to take place during the week commencing Monday 2<sup>nd</sup> February.

If we have not contacted, you by 31<sup>st</sup> January 2026 please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be As soon as possible

**Please accept this as acknowledgement of the time and interest you have shown**

