



STOKE PARK
— SCHOOL —

Inclusion Hub Manager & SEMH Lead

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.

Sam Mohamed

Head of School



Stoke Park School is a thriving 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 HUB MANAGER & SEMH LEAD
OPPORTUNITY	We are seeking to appoint an outstanding Inclusion Manager & SEMH Lead to work under the direction of the Director of Inclusion in leading the school's Inclusion Hub and SEMH provision. The successful candidate will coordinate targeted support for vulnerable students, ensuring barriers to learning, attendance and engagement are identified and addressed effectively. Through the leadership of interventions, mentoring and pastoral support, they will promote inclusion, belonging and positive outcomes, enabling all students to participate, achieve and thrive at Stoke Park School.
REPORTING TO	Director of Inclusion
LOCATION	Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	Grade 5 £29,837 - £35,940 Full Time Equivalent, £25,900 - £31,198 Pro Rata 37 hours per week / 39 weeks per annum Monday – Thursday: 8.00 am – 4.00 pm Friday: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	- 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 www.thefuturetrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

To work under the direction of the Director of Inclusion to lead and coordinate the school's SEMH and targeted inclusion provision, ensuring that students experiencing social, emotional and mental health barriers receive timely, effective and impactful support. The postholder will oversee the delivery of one-to-one mentoring, group interventions and pastoral support, ensuring provision is responsive to student need and promotes engagement, attendance, wellbeing and achievement.

The Inclusion Manager & SEMH Lead will lead the day-to-day operation of the Inclusion Hub, working closely with staff, families and external agencies to remove barriers to learning, strengthen students' sense of belonging and support successful participation in school life. They will also coordinate targeted interventions before school, during social times and after school where appropriate, ensuring vulnerable students are able to access learning and thrive both academically and personally

Duties and Responsibilities:

Key Responsibilities

- Lead and coordinate SEMH provision and targeted interventions for identified students, ensuring support is timely, effective and responsive to need.
- Develop and sustain positive relationships with vulnerable students, promoting engagement, wellbeing, attendance and achievement.
- Oversee the delivery and quality assurance of one-to-one, group and therapeutic interventions focused on emotional regulation, resilience and positive behaviour.
- Lead strategies to support students in overcoming barriers to learning and successfully accessing mainstream education.
- Work closely with the Director of Inclusion, pastoral leaders, SEND team and safeguarding team to coordinate support for vulnerable students.
- Monitor, evaluate and report on student progress and intervention impact, using data to inform next steps and continuous improvement.
- Coordinate support for students at key transition points, including reintegration, unstructured times and movement between provisions.



Duties and Responsibilities Continued:

- Lead the implementation of restorative and relational approaches, supporting staff in responding effectively to challenging behaviour.
- Promote a culture of high expectations, positive behaviour and belonging for all students.
- Work collaboratively with families, Year Teams, teaching staff and external agencies to ensure consistent and effective support.
- Maintain oversight of intervention records, student support plans and case management systems, ensuring accuracy and compliance.
- Support safeguarding processes by identifying concerns, making referrals and working closely with safeguarding colleagues to protect vulnerable students.
- Develop SEMH and Inclusion staff, ensuring high standards of practice and professional development.
- Contribute to the development and delivery of staff training relating to SEMH, behaviour, inclusion and pastoral support.
- Support the implementation of whole-school priorities relating to inclusion, attendance, behaviour, safeguarding and student wellbeing.

Whole School and Wider Responsibilities

- Work alongside the school office to ensure student records are accurate.
- Assist in the implementation of all school policies and procedures where appropriate, for example, equal opportunities, Health and Safety etc.
- To participate in the planning and delivery of small group intervention activities.
- Log on CPOMS all behaviour, attendance and safeguarding concerns.

Professional Characteristics

- Demonstrate integrity and a commitment to working with our young people.
- Support a climate which enables staff to develop, challenge and support each other.
- Mentor and coach students to develop confidence and a positive attitude.
- Communicate effectively both within and beyond the school community.
- Be a positive role model for young people.
- Identify your own personal and professional development needs and seek to achieve your own challenging appraisal objectives.
- Build and maintain effective professional relationships with internal and external colleagues.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	- GCSE or equivalent in English and/or Maths - Evidence of higher level qualification is desirable - Ideally in possession of or working towards, a professional qualification in social work or child care practice		Application Form Certificates
SKILLS AND ABILITIES	- Build and maintain effective relationships with students, families, staff and external professionals. - Work collaboratively whilst leading initiatives independently when required. - Committed to improving outcomes, attendance, engagement and achievement for all students. - Highly organised, resilient and able to prioritise effectively in a fast-paced environment. - Adaptable and solution-focused, with the ability to respond positively to change and complex situations. - Strong communication, ICT and data analysis skills, using evidence to inform decisions and evaluate impact. - Demonstrate professional curiosity, sound judgement and effective problem-solving skills. - Maintain appropriate professional boundaries and positive relationships with young people. - Demonstrate emotional resilience and confidence in applying restorative and relational approaches to behaviour.		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	• Minimum of 3 years' experience in a school environment • Ability to present information to a variety of audiences • Positive record of dealing with challenging and difficult young people • Ideally experience of multi-agency working		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• Understanding of education provision in order to be able to access for young people as applicable • Understanding of issues relating to adolescent wellbeing and national, regional and local educational services and strategies		Application Form Interview Test
OTHER REQUIREMENTS	• 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: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required • Evident enjoyment of working with young people and families and empathy in relation to their needs • Willingness to undertake training as required • Patience, tact, persuasive skills and determination to see project through to a conclusion • Excellent attendance and punctuality in line with schools' policies • Motivation to work with children and young people		Application Form Interview



How to apply

Closing date:

Wednesday 28th October 2026

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.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-policies

- Stoke Pak School 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 Children's Barred List check.