

Job Application Pack

Beaufort Primary School

Inclusion Lead

32.5 Hours

Start Date: 1st September 2025

Contract Type: Permanent

Salary: MPS/ UPS + TLR 2.2

Closing Date: Monday 19th May 2025 (12pm)

Interview Date: Friday 23rd May 2025

Beaufort Primary School

‘BRAVE’

Brilliant Beaufort Minds, Relationships, Amazing Attitudes, Vocabulary, Everybody

Dear Candidate,

Thank you for showing an interest in the role of Inclusion Lead at our school. An exciting opportunity has arisen for a strong candidate to make a difference to our pupils at Beaufort Primary School in Derby. We are looking for a creative Class Teacher and a dynamic Inclusion Leader who can champion inclusion for our children and can cope with the occasional bump in the road!

We are looking for a candidate who will strengthen the team, who has good communication skills and will have our children's best interests at heart.

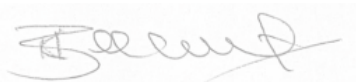
Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Here at Odyssey, we share one vision; 'Our Children Thrive - Our Colleagues Thrive - Our community Thrives.'

Each of our academies is unique and has their own values to provide our children with the opportunities they deserve. At Beaufort our values are based on our 'BRAVE' Curriculum: Brilliant Beaufort Minds, Relationships, Amazing Attitudes, Vocabulary, Everybody.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,



Kate Beecroft
Headteacher
Beaufort Primary School

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About the school

At Beaufort Primary School our vision is for every child to become a successful, independent, resilient, lifelong learner and a responsible member of the community, who can achieve and grow in a nurturing and creative environment prepared for our ever-changing world.

The strong sense of a learning community; working together and caring about each other, is felt throughout the school and leads to a commitment by all members to recognise the importance of having a positive impact on their school, local community and beyond.

The aims provide the overall direction in which Beaufort Primary School wishes to move and provide the essential context within which our school vision can develop the curriculum and the ethos of the school can be achieved. They are built on the values and vision and summarise how the vision can be realised.

We develop positive learning relationships with our children and recognise the importance of this. We are proud of our children, staff and school.



Beaufort Primary School

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Job Description – Inclusion Lead

Application Details

We are looking for an enthusiastic Inclusion Lead to join our team here at Beaufort Primary School. We need ambitious and driven candidates with a passion for helping children learn effectively. Everyone who visits our school comments on the calm atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike.

At Beaufort we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. Visits are positively encouraged. Tours are taking place on the following days: Monday 12th May at 2pm or Thursday 15th May at 4pm or please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! Contact Holly Hassall on 01332 347275 or email h.hassall@odysseyct.org.uk.

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Beaufort Primary School which clearly demonstrates your suitability for this role. Applications can be submitted via email to h.hassall@odysseyct.org.uk, or by post, for the attention of Holly Hassall, to the following address: Beaufort Community Primary School, Hampshire Road, Chaddesden, Derby, DE21 6BT.

Wherever possible, please provide work email addresses for your referees.

Closing Date

Please ensure your application form arrives by Monday 19th May 2025

Interviews for the role will be held Friday 23rd May 2025

Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

Beaufort Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.

*We are committed to equality of opportunity in employment and services
Beaufort Primary School is part of the Odyssey Collaborative Trust*

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

In addition to the current responsibilities as set out in the Conditions of Employment of Teachers the successful candidate is to be responsible for the following:

Inclusion Lead

General duties

- Have overall responsibility for determining the strategic development of the Relationships and Behaviour policy.
- Act as the Pupil Premium Champion for the school and oversee the strategic development of the Pupil Premium Strategy.
- Maintain the day-to-day responsibility of supporting and championing inclusion and disadvantage.
- Promote the welfare and equality of all staff, pupils and other members of the school community.
- Support the headteacher and SLT in ensuring that the operations of the school are carried out in line with the principles of inclusion and disadvantaged.
- Support the headteacher and SLT in ensuring policies and procedures are implemented in accordance with all the school's obligations under the Equality Act 2010 and associated statutory guidance.
- Liaise with curriculum leads and class teachers to ensure that pupils with Positive Behaviour and Relationship Plans are appropriately supported in lessons.
- Support the culture of an inclusive working and learning environment in which inclusion is valued.
- Take into account the demographics and cultural diversity of the local and school community when implementing policies and procedures.
- Tracking and analysing attainment and progress of disadvantaged children.

Communication

- Liaise with the SENCO when ensuring that the school's curriculum, policies and procedures are inclusive for disadvantaged pupils and pupils with behaviour related SEND and to ensure that reasonable adjustments are being made as necessary.
- Communicate inclusion events to the whole-school community.
- Lead and support CPD opportunities for staff across the school for disadvantage and inclusion.
- Provide advice to staff members on dealing with issues of discriminatory and racist behaviour.
- Where relevant, educate pupils on issues relating to equality, inclusion and diversity.
- Liaise with third parties, e.g. guest speakers, to organise relevant events and assemblies.
- Act as the point of call for staff members and pupils who have any questions or concerns about disadvantage and inclusion.

In addition to the current responsibilities as set out in the Conditions of Employment of Teachers the successful candidate is to be responsible for the following:

Main Activities

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

Principal Accountabilities

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of all of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To provide children with opportunities to manage their own learning and become independent learners.
4. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
5. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
6. To maintain a high standard of display both in the classroom and in other areas of the school.
7. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
12. To take responsibility for the management of other adults in the classroom when appropriate.
13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Teaching and Learning

- Be a professional role model, clearly and consistently demonstrating quality first teaching, classroom organisation and display, and high standards of achievement and behaviour.
- Undertake monitoring activities and evaluations to provide feedback in line with school policy.
- Model highly effective teaching, learning and building of effective relationships.
- Liaise with the SENCO and other colleagues in order to raise learning potential for children with SEND and those identified through the pupil premium funding.
- Support the implementation of national and local initiatives, ensuring relevant support staff are fully informed and up to date on changes.
- Ensure resources are focused on achieving maximum levels of progress for all.

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for all pupils
- Contributing to the maintenance of a caring and stimulating environment for pupils

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Working Together to Safeguard Children 2018 publication, Keeping Children Safe in Education and the school's Child Protection & Safeguarding policy.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Child Protection & Safeguarding policy within the school.
- Comply with the school's Child Protection & Safeguarding policy to ensure the safety and welfare of children and young persons.
- To ensure that the Head teacher and/or Designated Safeguarding Lead is made aware of and kept fully informed of any concerns which may arise in relation to child protection and safeguarding.

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the Odyssey Collaborative Trust criminal disclosure form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust's Equal Opportunities Policies.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

As this job is designated as a 'regulated activity' an enhanced DBS with Barred list check is essential.

Person Specification

Post Title: Inclusion Lead
Hours: 32.5 Hours
Salary: MPS / UPS + TLR 2.2

Person Specification Inclusion Lead	Essential	Desirable
Qualifications & Experience		
Successful teaching experience in KS1 and/or KS2	x	
Experience in Primary Teaching	x	
Qualified Teacher Status	x	
Evidence of participation in professional development		x
Evidence in improving pupil outcomes	x	
Demonstrate experience of effective child protection and safeguarding	x	
Successful Leadership Experience as a Middle Leader	x	
Successful teaching experience of pupils with a wide range of needs within Primary age range.		x
Knowledge & Skills/Abilities		
Strong commitment to raising standards	x	
Has a broad overview of the key components and expectations of the KS1 and/or KS2 curriculum and National Curriculum		X
Commitment and drive to getting the best outcomes for all vulnerable pupils and promoting the ethos and values of the school regardless of a child's background	x	
Effective computing skills for both teaching and management		x
High level of involvement with School Improvement Planning	x	
High level of involvement in monitoring and evaluation procedures leading to clear impact	x	
How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	x	
Understands how children and young people learn and develop	x	
Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	X	
How to manage Health and Safety policy and promote and safeguard pupil welfare	x	
An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies	X	
Has up to date knowledge of relevant legislation and guidance in relation to the safeguarding of children	x	
Curriculum Skills		
How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	x	
Has a broad overview of the key components and expectations of the KS1 and/or KS1 curriculum and the National Curriculum		x
Understands how children and young people learn and develop	x	

Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	x	
How to manager Health and Safety Policy and promote and safeguard pupil welfare	X	
An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies.	x	
Effective Professional Relationships		
The ability to be an effective team player that works collaboratively and effectively with others	X	
Support, motivate, challenge and inspire colleagues and pupils by leading through example	X	
Can deal successfully with a range of situations that may include conflict resolution	X	
Experience of building effective relationships with parents, with an understanding of why this is so important	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
Leading and Managing Staff		
Ability to establish positive working relationships	X	
Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams	X	
Experience of supporting and appraising other staff		X
Managing Resources		
Ability to manage, monitor and review available resources, ensuring value for money	X	
Ability to develop other colleagues to support children in literacy and numeracy and emotional wellbeing	X	