



**Inclusion Lead
Recruitment Pack**

**ALWAYS
LEARNING**

Dear Candidate

Thank you for your interest in the role of **Inclusion Lead (Ready for Learning)** at Gloucester Academy.

Introduction

This role is an exciting opportunity to join Gloucester Academy and further contribute to the life chances of our young people in the school, and across the Greenshaw Learning Trust. It is a chance to be part of something very special.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. The latest Ofsted report for Gloucester Academy relates to a different phase of the school's life. The report was written prior to Greenshaw Learning Trust bringing Gloucester Academy into its rapidly improving set of schools and in fact was the very reason why they took on its leadership.

This role will support career development and equip you for a further promotion within the Academy and within our trust. We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

Work life balance is a high priority at Gloucester Academy. To support this, we offer a highly visible and supportive senior leadership team. We have centralised planning within the school and across the trust with dedicated time in the day for departments to work collaboratively to adapt lessons. centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lesson's structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke CPD in a short weekly session i.e., Teach Like a Champion foci each session.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person-specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information HR@gloucesteracademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I am looking forward to hearing from you.

Yours faithfully



Phillippa Lewis
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Assistant Head teacher
Line Management:	-
Contract:	Permanent
Salary:	Salary calculated in line with Support Staff Pay scales. Grade G, Points 14-25 (£27,334-£33,945)FTE.
Hours of Work:	Monday – Friday, 36 Hours Per Week. Term Time Only, Plus Inset Days.
Place of Work:	Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The annual holiday entitlement starts at 23 days plus 2 extra-statutory days SCP 1-15, 24 days plus 2 extra-statutory days SCP 16-22, 26 days plus 2 extra-statutory days SCP 23+ (for FTE employees). The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

The **Inclusion Lead** role is an exciting addition to the Gloucester academy team.

As an Inclusion Lead you will work with colleagues, School Council and parents/carers, in partnership, sustaining and improving the culture and ethos of the school.

Job Purpose

- Ensure the Ready For Learning (RfL) area is fully operational each day to receive any student who has been referred from class (in line with our behaviour policy)
- Reinforce the high levels of expectations for every student and ensure these are adhered to by modelling the standards at all times.
- Develop rigorous systems of tracking and intervention to support students who are repeatedly referred to the RfL centre.
- Ensure students who are repeatedly referred are able to access the support required to meet our expectations.

Assessment, Feedback and Tracking

- To work with the senior leadership team to improve the self - discipline of students referred to the RfL room.
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of the well-being and discipline of all students.
- To ensure the climate for learning in the RfL room is exceptional, characterised by warmth, kindness and rigour.
- To line manage the behaviour admin assistant, training and directing as is necessary.
- To support other members of the academy pastoral team in ensuring disruption free learning across the academy.
- To 'run the room' in RfL. You will be responsible for the efficacy of the centre; this will include making sound assessments of the needs of children who are regularly referred to the RfL and working with colleagues to promote the best outcome for each child.
- To ensure that the team actively supports attendance at detentions.
- To target specific groups of students to improve attendance.
- Facilitate 'Reset Conversations' between staff and students
- To develop rigorous tracking systems for the numbers of students referred to RfL
- To work closely with the communities and families to improve behaviour.
- To ensure that the RfL room prevents disruptive behaviour occurring anywhere in the academy.
- To develop the academy's approach to inclusion, ensuring repeat referrals are supported to meet expectations.
- To work closely with the Director of Alternative Provision, to support the reintegration of students successfully into mainstream school.
- To develop supportive interventions designed to improve student behaviour, and lead staff in delivering these interventions
- To work closely with the Family Support Team in ensuring families are supported to improve student behaviour and attendance.
- To further develop the RfL room to ensure that it is characterised by warmth and kindness for children, with clear boundaries being central to this.

- To not allow excuses to become a part of the culture at Gloucester Academy.
- To perform particular assigned duties at the reasonable direction of the Headteacher or his/her designated representative(s)
- To have due regard for safeguarding and promoting the welfare of young people in accordance with the Child Protection/Safeguarding and Inclusion policies.
- Support and promote the school's behaviour management policy
- Ensure the learning environment engages students with learning and promotes good behaviour.
- Monitor the behaviour of students

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Communications, Marketing and Liaison

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the school calendar punctually
- To adhere to the School's Safeguarding Policy.

Other Job Requirements

All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<p>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> ● GCSE A*-C (or equivalent) in English and Maths ● Evidence of professional development in a relevant discipline ● Experience of working with young people in an educational setting or other setting such as youth clubs or any other voluntary setting involving young people ● Understanding of Safeguarding Children and Young People 	<ul style="list-style-type: none"> ● A-Levels or equivalent ● Experience of planning, delivery and the evaluation of academic activities. ● Experience, in Pastoral support with young people in one of a range of fields such as education, youth work, health and social work
<p>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</p>		
	<ul style="list-style-type: none"> ● Commitment to improving the life chances of students. ● Commitment to establishing high and rigorous standards of discipline. ● An understanding of a 'no excuses' culture. ● A love for working with children. ● An understanding of kindness and how high expectations and kindness are linked. ● Experience of working with children. ● A belief that all children are capable of academic success and attending the best universities in the country. ● An understanding of working with children with challenging behaviour 	

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

	<ul style="list-style-type: none"> ● Knowledge of how to work with children with challenging behaviours. ● Understanding and practical use of data recording systems such as excel or google sheets. ● The current educational landscape and the importance of qualifications. ● Ability to work on own initiative with minimum supervision ● Ability to relate well to students, be an effective role model and motivate students to achieve success ● Excellent communication skills ● Excellent interpersonal and organisational skills ● Able to prioritise own workload and self-motivate 	<ul style="list-style-type: none"> ● An awareness of the wider community and its perceived challenges. ● Knowledge and understanding of how to remove barriers to learning ● A relevant qualification in supporting children and families to access education.
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The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on Sunday 19th May 2024. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on Monday 20th May 2024. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be scheduled within the week of shortlisting. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Christine Osment, cosment@gloucesteracademy.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.