



Shaftesbury School

Aspiration • Action • Achievement

SCHOOLS ACHIEVING SUCCESS TOGETHER

SAST
SHERBORNE AREA SCHOOLS' TRUST

INCLUSION LEAD Full Time Vacancy For immediate start Information for candidates



RECRUITMENT INFORMATION PACK

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September 2021

Dear Applicant,

Thank you for your interest in Shaftesbury School. This is a key time in the development of Shaftesbury School and we are looking for an Inclusion Lead to join our team as soon as possible. This is a full-time, permanent role.

We are delighted that we have been judged by Ofsted as being "Good" in all categories, with the inspectors expecting the school to be "Outstanding" at its next inspection. Our SIAMS inspection also highlighted that we have areas of excellence across the school community and we are a place where children thrive.

It is a privilege to be the Headteacher at Shaftesbury School. The school we are building together is based upon our three core values of aspiration, action and achievement and are underpinned by the Christian foundation centred on Galatians 5:22-23, which is communicated and lived out through the Fruit of the Spirit. This is a school where every member of the community is encouraged 'to be the best they can be'. These core values, along with the staff having the highest expectations of every student, guide my desire to ensure that we are able to inspire confident learners, who will leave Shaftesbury School with a really good level of knowledge, skills and experience to flourish in an ever-changing world.

We are pleased to be part of the Sherborne Area Schools' Trust (SAST). There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years. We believe in preserving schools in their local community. This means that there will be considerable local expertise to support the school and staff with the chance to make a contribution to wider developments.

Shaftesbury School is a great place to work, it a beautiful town itself, most students come from the town of Shaftesbury and the surrounding area. The school is set on the edge of the town, on the A350, close to the A303 and within easy commuting distance of the south coast of England, Bath, Salisbury, Yeovil or beyond.

We are looking for someone with high expectations, who is able to motivate and organise, and also laugh and enjoy the challenges of this role. We are looking for someone who will go the extra mile and can make substantial and sustained contribution to the school support team and beyond. In return, you will join a School and Trust that is full of activity, opportunity and optimism.

We look forward to reading your application and we will contact all applicants following shortlisting.

Yours sincerely

Donna London-Hill
Headteacher



THE APPLICATION PROCESS

We look forward to receiving your application by 9am on Wednesday, 13 October 2021

Interviews will take place Wednesday, 20 October 2021

You are asked to provide the following:

- A completed online application form via Dorset Council jobs page

OR

- A SAST application form emailed to HR@shaftesburyschool.co.uk

If you require any assistance please email: HR@shaftesburyschool.co.uk and we will respond as soon as possible.

Shaftesbury School, part of the Sherborne Area Schools' Trust (SAST), has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

Sherborne Area Schools' Trust recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.

JOB DESCRIPTION

Job title:	Inclusion Lead
Grade:	Leadership scale point 9 (£51,402 approx per annum)
Reporting to:	Headteacher
Hours per week:	37 hours per week full-time

Main Job Purpose

As a member of the SLT The Inclusion Lead will:

- Lead, develop and enhance the inclusive teaching and practice throughout the school.
- Provide support and guidance to students and those engaged with them, by removing barriers to learning in order to promote effective participation, raise aspirations and achieve full potential.
- Broker support and learning opportunities both within and beyond the school community that improve the quality of services for students with special educational needs.

SLT members help shape the future of the school, making a contribution to its strategic development, including:

- Contribution to Quality Assurance processes such as lesson observations, learning walks etc
- Responsibility for the SEND section of the school improvement plan and SEF
- Drawing up and implementing action plans to further improve the quality of SEND/ medical provision within the school
- Attendance at Leadership meetings
- Supporting colleagues with the school with 'on calls', behaviour management and providing quality CPD with a SEND/ medical specific focus

Main responsibilities and duties

- Develop and oversee the implementation of the school's SEN strategy and policy.
- Reporting to the Governors as requested.
- Promote the inclusion and acceptance of all students inside and outside of the classroom.
- Work with classroom teachers, the senior leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans.
- Work closely with subject teachers in identifying students who have special requirements such as visual, speaking or learning difficulties and qualify for examination access arrangements.
- Carry out assessments of students with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents.
- Negotiate, provide and monitor personalised timetables for students with specific additional needs.
- Provide regular updates on student progress through written reports and meetings with parents.
- Establish productive working relationships with students, acting as a role model and setting high expectations.

- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists.
- Co-ordinate and attend annual/interim reviews for students with EHCPs.
- Provide advice, guidance and training to classroom teachers on supporting students with SEN.
- Support teachers to develop schemes of work and learning programmes for students with SEN.
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom. To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Manage and advise on the school budget and resources for SEN provision.
- Use IT effectively to support learning activities and develop students' competence and independence in its use.
- Develop and maintain systems for keeping student records, ensuring information is accurate and up to date.
- Map provision for students and take a lead in deploying staff to meet identified needs and to ensure the school SEN register is up to date and all stakeholders are fully informed about support programmes in place/planned.
- Analyse school, local and national data and develop appropriate strategies and interventions.
- Manage staff in the SEN department, Learning Support Mentors (LSMs) and support staff to improve student progress and attainment.
- Provide training opportunities regarding particular needs and how best to meet them.
- Keep up to date with national and local policies related to SEN and cascade information to colleagues.
- Ensure performance management reviews are completed of identified personnel in line with school policy.
- Lead professional development within the SEN team and across the school re Learning Support and ensure good practice is shared.
- Participate in the recruitment of personnel and ensure effective induction of new staff in line with school procedures.
- Monitor the quality of report writing across the SEN team.
- Liaise with Primary feeder schools, particularly concerning Year 6 students.
- Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.

Skills

As SENCO you will need:

- A strong commitment to raising educational attainment for children and young people with SEN, including working with students directly and supporting other staff to do so.
- A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.
- Influencing and negotiation skills - to influence school strategy and policy, secure sufficient internal resources, and secure the necessary support from external agencies.
- Leadership skills - to inspire and motivate other teachers, model good practice, and develop a whole school commitment to supporting students with SEN.

- Interpersonal skills - for building relationships with students, parents, teachers, and external professionals.
- Written communication skills - for writing learning and support plans, reports on student progress, and training and guidance for staff.
- Organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
- Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of students and parents.
- Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.
- To be an exemplar of high quality teaching and learning so that others are inspired and motivated.

Person Specification

Essential

- Qualified Teacher Status with degree or equivalent in a relevant subject
- Experience of working in a secondary school setting
- Passion for support of SEN students in their learning
- The ability to lead and manage staff (e.g. LSMs etc.)
- Good communication skills involving oral, written and IT skills
- Excellent interpersonal skills and the ability to work co-operatively as a team member

Desirable

- SENDCO Qualification or willingness to work towards SENDCO qualification (if not already held)
- Experience of teaching across all abilities and Key Stages
- Experience of leading colleagues
- Experience of introducing new policies and initiatives

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.

Other duties

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Sherborne Area Schools Trust.
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



ADVERTISEMENT

Job title: Inclusion Lead
Start Date: Immediate Start or 1 January 2022
Closing Date: Wednesday, 13 October 2021 at 9am
Interviews: Wednesday, 20 October 2021
Salary: Leadership scale point 9 (approx £51,402 per annum)
Contract: Permanent
Contract Type: Full-time – 37 hours

Contact Details: **School Office - 01747 854498**
Website - <https://shaftesburyschool.co.uk/>
E-mail - HR@shaftesburyschool.co.uk

We are seeking to appoint an enthusiastic and resourceful Inclusion Lead to join our leadership team at Shaftesbury School. This post represents an outstanding opportunity for an enthusiastic, well-qualified and inspirational SEN specialist teacher interested in developing their career in a school that is fully supportive of the importance of inclusion and ensuring that students achieve to the best of their ability.

As a member of the Leadership Team, the successful candidate would be expected to help shape the future of the school, making a contribution to its strategic development. This would include such activities as:

- Contribution to Quality Assurance processes such as lesson observations, learning walks etc
- Responsibility for the SEND section of the school improvement plan and SEF
- Drawing up and implementing action plans to further improve the quality of SEND/ medical provision within the school
- Attendance at Leadership meetings
- Supporting colleagues with the school with 'on calls', behaviour management and providing quality CPD with a SEND/ medical specific focus

The successful candidate would lead a team of experienced Learning Support Mentors and be responsible for their effective deployment and line management, to best ensure value for money and meaningful support for students with SEND and medical needs.

We are looking for someone who is committed to raising standards for all students; has strong leadership and organization skills; can take responsibility for specialist teaching staff and designated Learning Support Mentors and who can effectively liaise with relevant staff, external agencies and parents.

The successful candidate will:

- Be able to work positively and effectively with students who present challenging behaviour.
- Be proactive and have the ability to build positive relationships with pupils, staff and parents/ carers.
- Be responsible for the day to day operation of the Learning Hub, ensuring effective and efficient systems are in place that creates an inclusive ethos, along with consistent data tracking and monitoring.

ABOUT SHAFTESBURY SCHOOL

Shaftesbury School is 11-18 school which also has an international boarding house facilities serving students from around the globe. Shaftesbury School is successful in gaining good results for its students at both GCSE and A-level. The Sixth Form students have an excellent record of success in gaining university entrance. We are a very proud school which attracts students from around the local Dorset area.

Shaftesbury School has been a place of learning for over 200 years. The school and town have seen many changes over the years but what has not changed is our commitment to education and our core values 'aspiration, action and achievement' for all pupils.

The school is also one of 38 state boarding schools in the country and this provides a unique atmosphere to our community and one that we are extremely proud of. We value the diversity and internationalism that our boarders bring and recognise how valuable their contributions can be. We are a local school, with an international outlook.

Shaftesbury School is a wonderful place to work and has a special atmosphere and feel. It became an academy in June 2014 to sustain the quality of our outstanding provision. We joined Sherborne Area Schools' Trust (SAST) in July 2020 and are now part of a family of 17 schools in the local area.

Shaftesbury is a beautiful rural country town that has easy road and close rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast. North Dorset and the south west of England combines the space and beauty of the Dorset countryside with a variety of famous sites, events and activities for all.



Sherborne Area Schools' Trust (SAST) Information

SAST is a multi-academy trust, formed in June 2017, of seven schools serving the West and North Dorset area as well as students from South Somerset. Currently, there are 17 schools with more than 5,000 students and over 850 members of staff. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 4 secondary schools including a state boarding school and Sixth Form and a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

Our Schools:

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-academy trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children.

What we value – our ethos:

Partnership and Collaboration

Our schools support each other, by sharing expertise and resources, to ensure improvement.

Pursuit of Excellence

We provide a high quality education to enable all students and staff to aspire, thrive and succeed.

Holistic Lifelong Learning

We promote the personal development of every child and a love of lifelong learning for our students and staff.

Equality and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

Organisation - How we work:

All our schools are successful. Of course we recognise that we need to continually improve and evolve. The priority is to enable every School to continue to provide an excellent education for all our students while protecting the School's role at the heart of its community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to Schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

Partnerships:

Partnership and collaboration is a core feature of all our Schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The Schools have always worked closely together and across Dorset and Somerset.

SAST Benefits:

As part of the Sherborne Area Schools Trust, we can offer you a range of benefits including:

- High quality CPD opportunities
- Employee Assistance Programme
- Cycle to work scheme

