June 2023

Dear Candidate

Thank you for your interest in our vacancy for an Inclusion Manager at De Aston School. I hope that the provided information is helpful in encouraging you to apply for what is a vital role in our school.

We are looking for a dedicated individual to lead and manage the day to day running of the Inclusion Unit, dealing with students who have been excluded from their lesson, for:

* 35 hours per week – Monday to Friday 8:30am to 4:00pm.
* 39 weeks per year + holiday.
* Salary Grade 6 point 15 - £20,996 (FTE: £25,878).

You will be responsible for ensuring that students who have been removed from their lesson are managed according to the school behaviour policy, that student behaviour is maintained and that all students complete their work as required.

The role will involve some work in the classroom helping to integrate students back into lessons. You will also support colleagues with behaviour management, where appropriate, and be required to carry out data analysis, send letters home to parents/carers and produce reports in relation to the Inclusion Unit.

The successful candidate will have:

* Grade C/4 or above in GCSE English and Mathematics.
* A Level or Level 3 qualified.
* Strong communication, organisational, and ICT skills.
* The ability to work with a range of young people and their families.

We offer:

* A friendly, welcoming atmosphere.
* A genuinely committed, supportive and successful team.
* Excellent CPD opportunities.
* An outstanding reputation.
* Good work/life balance.

De Aston is a friendly, successful and vibrant 11-18 school, with excellent facilities and a genuinely comprehensive intake. We are a rural school, very much at the centre of the local community. We are a growth mindset school and believe that our motto (Believe. Strive. Achieve.) captures our philosophy and energy.

We are a school that cares about its staff. During our recent Ofsted inspection, the Inspector commented that:

*“Leaders are considerate and supportive of the workload and well-being of staff. Senior leaders have high expectations of staff and are mindful of staff’s workload.”*

 *“Staff say that they feel valued and appreciated. Morale is high. One member of staff summed up the views of many, by sharing that the school is ‘one big family’.”*

De Aston is a school with a total commitment to comprehensive education and has an outstanding academic and pastoral record. The school’s ethos is supportive in ensuring students are happy, challenged appropriately, enjoy their learning and achieve well, no matter what their background is. The school’s Special Needs Department caters for a genuinely wide range of pupils of varying backgrounds and abilities. Visitors almost always comment on how friendly and pleasant the students are.

We are proud of our success at receiving Artsmark Gold, Careers Mark Gold and YE Centre of Excellence. This reflects not only the commitment to and from a dedicated and hardworking staff, but also the enthusiasm and involvement of pupils, and the significance of the school to its locality, which it supports through a number of social, cultural and sporting activities at a level which is surprising given the relatively small size of the town.

The successful candidate may be assured that they will be working as part of a dedicated team and will find a good programme of professional support and career development within the department, and the school.

Lincolnshire, as a county, offers excellent value for money in the housing market and consequently our standard of living is higher than in other areas of the country. The countryside around Market Rasen is outstanding as we are situated on the edge of the Lincolnshire Wolds which is fast becoming a popular choice as a holiday destination and a good place to live, whilst also having the benefits of the historic city of Lincoln 30 minutes’ drive away.

Please contact Mrs Alice McNeill, PA to the Headteacher, via vacancies@de-aston.lincs.sch.uk or 01673 840 828, should you require any further information or you would like to arrange a visit.

If you feel you can inspire, challenge and achieve at De Aston then we would be delighted to hear from you.

The closing date is **9am Friday 23rd June 2023**. With shortlisting taking place on Friday 23rd June 2023 and the interviews being held on **Friday 30th June 2023.**

Please note that De Aston reserves the right to interview and make an appointment prior to the closing date.

To apply please complete our [application form](https://deastonlincsschuk.sharepoint.com/%3Aw%3A/s/Documentstore/EfeHLZsh-dZNu7b6no0MsHIBg6pdHDwEHbPr7M29Thxgfw?e=eZNKbd) and send it to Mrs Alice McNeill at vacancies@de-aston.lincs.sch.uk. Please ensure you also include your completed [self-declaration form](https://deastonlincsschuk.sharepoint.com/%3Aw%3A/s/Documentstore/EbLj81CAop1HvH8LgPZH9mgBWkUoxBrnWvkfiQqsFiPZWg?e=p021aF) and [equal opportunities monitoring form](https://deastonlincsschuk.sharepoint.com/%3Aw%3A/s/Documentstore/EbOgfmYxPn5FttwU7gf1a9sB_SDi29kDUzJVlOq9hqvCxg?e=BVHr5s). Please note we do not accept CV’s.

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The School is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive and diverse environment for all employees and students.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Simon Porter

Headteacher

Enc: Job Description, Person Specification

*De Aston School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks.  All pre-employment checks are in line with Keeping Children Safe in Education.*

**Job Description**

Reports to: Deputy Headteacher

Grade: 6

**Main Purpose of the Role:**

* To work with targeted students and staff to ensure appropriate levels of behaviour are maintained. Along with the Deputy Head and the SENCO, the postholder will work with students to improve behaviour and support staff within school.

**Core Responsibilities and Tasks:**

* To identify students who are showing signs of being disaffected or disengaged with learning.
* To develop and deliver bespoke programmes for individuals and/or small groups of students to address issues in current behaviour.
* To manage challenging and extreme behaviour of individual students.
* To support students post suspension.
* To calm and diffuse difficult situations involving students.
* To request and organise appropriate work for students in the Inclusion Unit.
* To liaise with parents/carers and relevant external agencies in order to offer appropriate additional support for targeted students.
* To keep records, analyse data and prepare reports relating to the Inclusion Unit.
* To create a supportive learning environment in the Inclusion Unit.
* To support the production of individual student’s plans e.g. , PSPs, Behaviour Support Plans, etc.
* To promote positive behaviour management by modelling and suggesting effective strategies with students in class and around school, including during break and lunchtimes.
* To attend relevant meetings and training in order to remain at the forefront of educational thinking on behaviour management.
* To undertake activities in accordance with the ethos of our Behaviour Policy.
* To provide, for other staff, additional support in behaviour management through observation, shared planning and working alongside where appropriate.
* To feedback to key staff in school on a regular basis regarding all aspects of inclusion.
* To line-manage the Inclusion Assistant.

**General:**

* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
* The postholder is required to carry out the duties in accordance with the school’s policies.
* All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.
* The postholder is expected to pursue and promote the achievement and integration of diversity and equality of opportunity throughout their activities.
* The postholder is required to participate in the school’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* The postholder is expected to maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

**Qualifications and Experience:**

* Grade C/4 or above in GCSE English and Mathematics.
* A Level or Level 3 qualified.
* Good ICT skills, with the ability to use databases.
* At least 3 Years’ relevant experience.
* The ability to work with a range of young people and their families.
* Experience and ability to communicate with a diverse range of colleagues.

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**Personnel Specification**

This person specification provides an indication of the skills, experiences, abilities and values that we are seeking for in an Inclusion Assistant. We are interested in candidates with the potential to make a substantial contribution to De Aston and we are committed to developing, through CPD, the successful candidate.

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| --- | --- | --- | --- |
| **Attributes** | **Criteria** | **How Identified** | **Rank** |
| Education and Training | 1. GCSE level grade 4/C in English/mathematics.
2. Educated to at least A Level/Level 3.
3. Training in relevant behaviour strategies.
 | AAA & I | EssentialEssentialDesirable |
| Skills and level of experience. | 1. At least 3 Years’ relevant experience.
2. Recent experience of working with children with behavioural difficulties preferably in a school environment.
3. Experience of developing effective strategies to promote positive behaviour.
4. Experience of managing challenging and extreme behaviour of pupils.
5. Good ICT skills, with the ability to use databases.
 | A & IA & IAAA | EssentialDesirableEssentialEssentialEssential |
| Abilities, behaviours, attitudes and values. | 1. Ability to work in a way that promotes the safety and wellbeing of children and young people.
2. Great degree of resilience.
3. Seek to help children rather than help themselves through children.
4. Self-aware and sees how their behaviour impacts on children.
5. Open to sharing ideas and not work in isolation.
6. Courage to take action to protect children from harm.
7. Ability to multitask and cope with interruptions.
8. Able to establish and maintain good professional relationships with learners, parents and colleagues.
9. Experience of working successfully and co-operating as a team member.
10. Able to work on own initiative.
11. The ability to work with outside agencies in the integration and support of students.
12. Ability to communicate effectively and professionally with other stakeholders.
13. Ability to organise work for students.
14. Commitment to continued personal development.
15. Enthusiastic and hardworking.
 | A & IA & IA & IA & IA & IA & IA & IA & IA & IA & IA & IA & IA & IA & IA & I | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential |
| Any Additional Factors | 1. Flexibility and willingness to take on other responsibilities or duties as deemed necessary
 | A & I | Essential |

**Key:**

A = Application

I = Interview

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