

May 2024

Dear Applicant,

I would like to introduce you to Southport Learning Trust which has grown to seven schools since its inception in 2017. Our vision is to empower our communities to positively impact the world and we have an excellent reputation within the communities we serve with all schools judged as Good by Ofsted and oversubscribed.

To support this vision, we seek to appoint an exceptional Inclusion Manager for Trust internal additional support to maximise the value we deliver to Trust schools and continue to grow.

If you would like to discuss the role or arrange a visit to our Trust Office and meet the team, please do not hesitate to email me at iraikes@southportlearningtrust.org to arrange an appointment. An application form can be found on the Trust website at southportlearningtrust.org. Please return your application by email to recruitment@southportlearningtrust.org.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible. We have a strong safeguarding culture and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks, online checks and satisfactory written references which we will apply for prior to the interview.

Southport Learning Trust is committed to the wellbeing of all staff through continued professional development and a comprehensive Employee Wellbeing Assistance Programme and employee benefits.

Yours faithfully,



Ian Raikes
CEO





Inclusion Manager for Trust Internal Additional Provision

Salary: Leadership 10-12

Contract type: Full time (36 hours per week), permanent

Line managed by: Director of Education

Start Date: January 2025 or earlier if possible

The Provision

Through the extensive collaborative approach with our schools across the Trust we are able to highlight challenges and develop creative responses to positively impact our children and school communities. Throughout the country we are experiencing a significant increase in the number of young people with a range of challenges in successfully accessing the mainstream curriculum in KS3.

The vision of this provision is to reignite the dreams and aspirations of students who have disconnected with mainstream school. Through a creative personalised curriculum students will explore their futures while developing the skills and attributes to make their aspirations a reality. The provision will provide expert therapeutic support that will allow students and professionals to work in partnership to develop a strategic approach supporting positive reintegration back into our mainstream curriculums.

The Role

This is a potentially career defining role for the right candidate. The Trust are committed in providing a highly ambitious and inclusive provision for our young people that will require candidates who share that vision and can evidence the skill, creativity and commitment to implement this unique provision. The location of the provision will adjoin our Trust office site based at Southport College and will provide unique access to stakeholders committed to supporting this ambitious provision. The candidate will lead a full time staff consisting of a KS3 specialist Teacher and a HLTA. The commitment to extensive therapeutic support, careers programmes and specialist services will also require the successful candidate to develop and lead on relationships with a range of other key stakeholders.

Key Relationships

- Trust Strategic Steering Group
- Trust Schools
- Key stakeholders
- Parents

Inclusion Manager for Trust Internal Additional Provision – Job Description

Main Responsibilities

- Leadership and co-ordination of all staff allocated to the provision.
- Organisation of an effective group/individual teaching/learning programme.
- The monitoring of progress of all students to support entry and exit of provision over a suggested period of one term.
- Liaison with and quality assurance of any Additional Providers/work experience placements.
- Liaison with Parents/Carers.

Teaching and Learning

- Effectively manage the behaviour of vulnerable students in order to prevent exclusion and disaffection from mainstream provision within the Additional Provision.
- Teaching students in the KS3 Additional Provision.
- Monitor attendance and curriculum outcomes for students accessing the KS3 Additional Provision.
- Monitor the assessment system for each student.
- To monitor individual progress and set targets for improvement on a daily/weekly basis.
- To provide a system for the accurate recording of attainment/attendance/behaviour to the required standard and ensure that statistical data is readily available for monitoring and evaluation purposes.
- Liaising closely and collaborating with staff and external agencies and partners in the delivery of support programmes.

Leadership and Management

- Provide high quality leadership and management of the KS3 Additional Provision Programme.
- Co-ordinate all aspects relating to the operational curriculum management of KS3 Additional Provision.
- Implement quality assurance procedures.
- Compile all necessary monitoring reports for SLT and to ensure the effective transfer of data between the provision and our local schools.
- Maintaining regular contact between KS3 Additional Provision and home as appropriate; establishing constructive links with families / carers, exchanging information; keeping them informed and facilitating support for their child.

- Ensuring that record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring **and** evaluation purposes.
- Attending and contributing to Inclusion meetings as appropriate.
- Manage and develop resources efficiently and effectively.

Safeguarding

- Act as Designated Safeguarding Lead.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Ensure that policies for safeguarding and Health & Safety are securely in place within the Additional Provision.
- Maintain regular contact with parents / carers, through letters, telephone calls and meetings; providing information about any support for students' learning offered within the provision.

Trust Ethos and Community

- Promote the trust's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.
- Collaborate with colleagues to ensure the sharing of resources to the benefit of the trust, departments and individual students.
- Contribute to wider life of the trust through your participation in meetings, extra-curricular events and information/open evenings.

Supporting the work of Southport Learning Trust

- Develop strong, positive relationships with Southport Learning Trust colleagues; contribute to collaborative work across Southport Learning Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Southport Learning Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote Southport Learning Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

Personal Qualities

- Must be adaptable, flexible and responsive to change.
- A clear understanding and commitment to Southport Learning Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

Inclusion Manager for Trust Internal Additional Provision – Person Specification

Qualifications	Essential	Desirable	Assessed
Qualified teacher status.	✓		
Degree or equivalent.	✓		
Experience			
Proven track record of success as a classroom teacher or in the case of an NQT, in teaching practice.	✓		
Experience of raising attainment across key stages.	✓		
Evidence of a commitment to play a full and active role in the life of the trust.	✓		
Ability to analyse and interpret data and to act upon this to impact on learning in the classroom.	✓		
Evidence of research informed curriculum development which has impacted successfully on student outcomes.		✓	
Evidence of leading elements of staff development at department or team level to raise standards.		✓	
Evidence of involvement within extra-curricular activities and learning beyond the classroom.		✓	
Knowledge and Understanding			
Understand the theory and practice of effective teaching and learning.	✓		
Understand the importance of high expectations and equality of access for all students.	✓		
Have knowledge of the curriculum requirements of key stage 3 and experience of writing lesson plans, developmental resources and assessment of students work.	✓		
Knowledge of the latest curriculum developments including up to date understanding of effective assessment practice.		✓	
Skills			
Exceptional classroom teacher with the ability to reflect on lessons and continually improve their own practice.	✓		
Effective and systematic behaviour management strategies to meet the needs of all students.	✓		

To understand and interpret complex student data and use this to inform responsive lesson planning and teaching.	✓		
Good communication, organisation, problem solving skills and the ability to work collaboratively with others to share resources and best practice.	✓		
Excellent critical thinking skills; has intellectual curiosity and rigour. A commitment to academic and personal excellence and highest standards for child protection.	✓		
Genuine passion and belief in the potential of every student with the ability to be able to build trust and mutual respect between students, families and staff.	✓		
Evidence of managing effectively personal development to support individual, team and whole school improvement.		✓	
Commitment to and vision for developing links with the local community. A willingness to develop the school's partnerships with other schools and organisations.		✓	
Equal Opportunities			
A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.	✓		
Safeguarding			
A thorough understanding of up to-date safeguarding requirements and best practice.	✓		
Other Requirements			
High expectations for every pupil and a proven track record of making a difference to the learning and experiences of students inside and outside the classroom.	✓		

AF – Application Form

R – References

I – Interview

Application and Interview Process

The application form should be downloaded and submitted electronically no later than noon on Monday 24th June 2024. Candidates are asked to email completed applications to recruitment@southportlearningtrust.org.

Shortlisted candidates will be invited to interview on Friday 28th June 2024.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.