



Standish Community High School

Inclusion Manager Candidate Information Pack



Closing Date: Wednesday 8th June 2022 at 9.00 a.m.
Interviews to be held: Tuesday 14th June 2022



Chief Executive Officer: Andy Pollard

Who we are:

The Mosaic Multi Academy Trust was established in 2017. The schools in the Trust are Standish Community High School, Southlands High School and Golborne Community Primary School. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.



**Standish Community
High School**

At Standish Community High School, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



**SOUTHLANDS
HIGH SCHOOL**
Endeavour for Excellence

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.



At Golborne Community Primary School, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

May 2022

Dear Applicant,

Post: Inclusion Manager – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process
- ❖ (Further Trust Information) Mosaic MAT Strategy 2021 – 2025

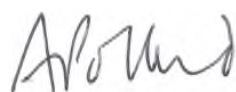
Standish Community High School is advertising for a permanent Inclusion Manager to start **5th September 2022**.

The working hours will be 37 per week, term time plus 2 weeks, 8.15 a.m. to 4.15 p.m. Monday to Thursday and 8.15 a.m. to 3.45 p.m. Friday.

Your completed application form found at [Home | greater jobs](#) or on the Standish Community High School website should be accompanied by a covering letter which outlines your suitability for the post. Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk. You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](#) and TES <https://www.tes.com/>.

Applications will be considered as soon as they are received and the closing date will be Wednesday 8th June 2022 at 9.00 am Interviews are scheduled to take place Tuesday 14th June 2022. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Mr A Pollard
Executive Headteacher



Standish Community High School

May 2022

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Inclusion Manager at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of "good". However, we continue to work relentlessly to achieve "outstanding" (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Headteacher

EXAM RESULTS

	2017	2018	2019	2020	2021
Attainment 8	54.26	55.8	54.6	n/a	n/a
Progress 8	0.37	0.24	0.24	n/a	n/a

Standish	2017	2018	2019	2020	2021
5 x 9 – 4 including English and Maths	80	79	81	81	85
English and Maths Grade 4 and above	84	85	85	85	88
3 9 – 7	37	40	38	40	41
5 9 – 7	29	29	24	28	25

English Grade 9 – 4	94	95	92	93	94
English Grade 9 – 5	80	86	82	84	86
English Grade 9 – 7	43	47	44	42	40

Maths Grade 9 – 4	85	86	85	85	87
Maths Grade 9 – 5	64	70	62	66	66
Maths Grade 9 – 7	32	33	24	29	30

Standish Subjects	Grade 9s – 2017	Grade 9s – 2018	Grade 9s – 2019	Grade 9s – 2020	Grade 9s – 2021
English Language	22	15	21	20	24
English Literature	35	19	16	21	26
Maths	16	15	12	16	17

JOB DESCRIPTION

INTRODUCTION	
Post Title:	Inclusion Manager (Permanent Contract)
Purpose:	<p>To work with students in The Base, providing individual assistance and implementing action plans to maximise achievement.</p> <p>To support the management of learning and welfare of vulnerable students and those who experience barriers to learning through facilitating co-ordinated interventions.</p> <p>To work under the direction of the Assistant Headteacher for Behaviour and Attitudes in supporting students with social, emotional, behavioural and learning needs.</p> <p>To build and develop relationships with staff and students at all levels.</p> <p><u>Description of the Base</u></p> <p>At Standish Community High School we are passionate about helping all students to achieve their full potential. The aim of The Base is to provide proactive intervention which supports our students to overcome barriers to their learning, ensuring that students are successfully accessing their full school timetable.</p> <p>Our Inclusion Manager role is key to shaping the launch and management of The Base and the successful candidate will therefore need to be highly skilled, committed and passionate about working within a flexible person centred team.</p> <p>Examples of interventions could include; Anger Management, Behaviour Improvement, Social Skills, Confidence and Resilience, Life Skills, Nurture and Managing Emotions and many more. Sessions would be delivered through 1 to 1 or small group work which will be designed and delivered by a team of staff. The Inclusion Manager will take responsibility for the identification of appropriate students, co-ordination of the intervention timetable and staffing, delivery of interventions to students alongside other colleagues, monitoring the progress and impact of work undertaken with students.</p>
Responsible to:	Assistant Headteacher for Behaviour and Attitudes.
Responsible for:	No line management responsibility.
Liaising with:	Headteacher, Senior Leadership Team, Teachers, Support Staff, Students, Parents/Carers and Outside Agencies
Working time:	37 hours per week, Term -Time plus 2 week working Monday to Thursday 8.15 a.m. to 4.15 p.m. and Fridays 8.15 a.m. to 3.45 p.m.
Salary /Grade:	Grade 7, SCP 20 - 25 (£26,446.00 - £30,095.00 per annum) Actual Salary £23,127.51 - £26,318.62
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.

MAIN DUTIES / JOB OUTLINE

- To be responsible for the day-to-day management of the Base inclusion unit.
- To identify, monitor and evaluate appropriate strategies for student progress tracking, target setting and mentoring and supervise students when required and liaising regularly with parents/carers.
- Produce differentiated and targeted resources for individuals in The Base including anger management, behaviour management, social skills, confidence & self-esteem, social skills, resilience, homework and organisation, revision skills and stress management.
- Plan the work for all students in The Base.
- Work with relevant senior managers to identify students who are vulnerable and to formulate appropriate plans to achieve aims.
- Formulate The Base timetable and individualised student timetables.
- Supervise students attending The Base.
- To support students to further develop literacy, numeracy, ICT and study skills.
- To provide regular feedback to colleagues reporting on student progress.
- To oversee and support the transition of students back into lessons.
- Meet with line manager to discuss student's progress and new referrals.
- Monitor, measure and evaluate the impact of The Base both in terms of a student's particular need and the effectiveness of The Base as a whole.
- To provide counselling / mentoring where appropriate.
- To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities.
- To develop, maintain and implement robust systems in order to record relevant information.

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available.
- To play an appropriate role in child protection procedures including relaying relevant factual information and recording/reporting disclosures to the designated professional.
- To support the development and promotion of an image which is consistent with the aims of the school.
- Provide general clerical/admin support, when necessary, for example; photocopying, filing, completing standard forms, responding to routine correspondence.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- To undertake any duties as may be determined by the Headteacher commensurate with the grade to support the effective, efficient operation of the school curriculum and activities.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, when necessary and reasonably directed.

HEALTH AND SAFETY TRAINING

- To participate in continuing professional development.
- To continue professional development in the relevant area.
- To participate in the staff review and development appraisal process.
- To undertake Health & Safety Training on areas within the designated work area.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working

environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Inclusion Manager)

Signed
(Headteacher)

Dated
(Inclusion Manager)

Dated
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION INCLUSION MANAGER

ASPECT	Essential/ Desirable	Application/ Interview/ Reference
Experience		
Experience of working with young people aged 11 -16 year in a voluntary or professional capacity	E	A, I
Experience of working in an education environment with young people with specific difficulties and vulnerabilities	E	A, I
Experience and knowledge of issues affecting students and young people and how to offer support and assistance	E	A, I
Experience of delivering intervention programmes to individuals and groups of students	D	A, I
Training & Qualifications		
Minimum of 5 GCSE's Grades (A to C) including English & Maths or equivalent qualifications	E	A, I
Willingness to undertake further relevant training	E	I
Willingness to undertake basic first aid	D	I
Knowledge & Understanding		
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
High expectations of student achievement and behaviour	E	A, I
An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection	E	A, I
Ability to support students with their work and to develop programmes of work that will develop self-esteem and confidence	E	A, I
Personal Skills, Abilities and Competencies		
Applicants should be able to provide evidence that they have the necessary skills and abilities required		
A passion and belief in the potential of every student	E	A, I
Ability to form and maintain positive relationships	E	A, I, R
Excellent communication, organisation and interpersonal skills	E	A, I
Calm, caring and supportive approach	E	A, I, R
Ability to inspire, lead and motivate students	E	A, I
The ability to handle sensitive or confidential information in an appropriate and secure manner	E	A, I
Proven self-motivation and ability to work to own initiative, organising workload effectively and meeting deadlines	E	A, I
A professional and approachable manner when communicating with students, staff, parents/ carers	E	A, I
PERSONAL QUALITIES		
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A, I, R
A flexible approach and a strong work ethic	E	A, I
APPLICATION		
Accurate completion of school (or online) application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A

High standards in spelling and writing	E	A
LEGAL ISSUES		
Legally entitled to work in the UK	E	A
Enhanced DBS Clearance	E	
Valid UK Driving Licence, access to a vehicle with business insurance	D	A

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Rachael Atherton, School Payroll and HR Manager, who will arrange a suitable time: 01257 478731.

Application process:

To apply, please visit [Home | greater jobs](#). Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk. You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](#) and TES <https://www.tes.com/>

Advertising date: 23rd May 2022
Closing date: 8th June 2022
Short listing: 8th to 10th June 2022
Interview date: 14th June 2022

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.standishchs.wigan.sch.uk

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your letter of application. Your supporting Information should be no more than 2000 words. Please note that late applications will not be considered.



MOSAIC MULTI ACADEMY TRUST STRATEGY

2021 – 2025

Vision

“The Mosaic Multi-Academy Trust exists to help all Headteachers, school leaders and their schools flourish”

Mosaic MAT partner schools will treat each student as a unique individual, tailoring the curriculum to academic, vocational and extra-curricular, to ensure each achieves their optimum potential. Our chief aim is that the curriculum ensures that students become successful lifelong learners, confident inspired individuals and responsible aspiring citizens.



Values

Care: We are considerate of others and execute our responsibilities with attention to detail.

Hope: Our decisions are made on a positive expectation of success.

Openness: We conduct all conversations with transparency and frankness.

Integrity: Our work is characterised by honesty and a strong moral purpose.

Collegiality: Our aim is to work in collaboration, cooperation and companionship with all colleagues.

Endeavour: We aim to be the best we can be in all that we do.

Service: Our work is primarily for others; our success is measured by the success achieved by others.

STRATEGY 1

Excellent quality of education with ambitious curriculum design and delivery. Implementation by professionally developed and expert senior and middle leaders.

1. **Curriculum development** - We will ensure that each school's curriculum meets the needs of all students
2. **Teaching development** - We will ensure that curriculum design and excellent teaching are complementary strengths led by subject leaders
3. **Appraisal** - We will ensure that appraisal processes maximise the potential in our teachers and create a culture of development and innovation in our schools
4. **Inclusivity** - We will make sure our learning intentions and experiences are provided for all students irrespective of background or ability. We will ensure that personal development intentions ensure that barriers to learning are removed and extra-curricular pursuits are open to all.

STRATEGY 2

Partnership and accountability. All of our students will benefit from being a part of a wider family of schools

1. **Ofsted** - We will ensure that all schools provide excellent overall effectiveness
2. **School Improvement** - We will have strategic approach to school improvement where all of our schools will be both supported and challenged
3. **ESFA and ICFP – Integrated Curriculum Financial Planning** - We will ensure that key performance indicators that relate to the curriculum inform sound financial planning
4. **Governance** - The Trust will have established a governance structure with active participation from all trustees and governors. All skills needed to fully address the scope of governance will have been achieved
5. **Growth** - We aim to grow in proportion to our success. The first phase is to achieve between 5000 and 8000 students in the MAT.



STRATEGY 3

Sustainable, efficient and effective and cost-efficient planning and management to ensure the best learning opportunities for our students.

1. **Virtuous Circle** - We will ensure the Trust establishes principles of organisational sustainability – economic, effective and efficient
2. **Central Services** - We will develop a highly capable central function that will provide efficient and effective services trust-wide
3. **Estate Management** - We will ensure that the fundamentals of good estate management are in place so that we will make the most of our resources
4. **Risk** - We seek to ensure that trustees and senior leaders work effectively through the context of risk: risk assessment and risk management
5. **Workload** - We will reduce the burden of unnecessary work on the workforce
6. **Safeguarding** - We will ensure the safety and well-being of all associated with Mosaic MAT.