

Recruitment Pack



Welcome to Applicants

Thank you for your interest in Sir Thomas Wharton Academy.

We hope that the information contained within this pack will help you decide if you have the qualities, skills and experience to join our academy.

Sir Thomas Wharton Academy is a rapidly improving secondary school with over 1,200 students and a thriving Sixth Form provision. We are proud to be part of Place Partnership, a family of academies committed to ensuring that people belong, place matters and purpose lasts. Our academy has undergone significant transformation in recent years and continues to go from strength to strength, with increasing student numbers and a growing reputation within our community.

We are fortunate to be housed in a modern building with state-of-the-art facilities, but what truly makes Sir Thomas Wharton Academy special is our people. We pride ourselves on being an aspirational, supportive and caring community, where students feel safe, valued and encouraged to achieve their very best.

Our dedicated staff work tirelessly to ensure every student receives exceptional pastoral and academic support throughout their journey with us. We have created an environment built upon high expectations, positive relationships and a relentless belief that every young person can succeed.

At Sir Thomas Wharton Academy, we understand that academic achievement is only part of a young person's educational experience. Through an extensive programme of enrichment activities, leadership opportunities and wider experiences, we actively develop students' cultural capital, confidence and aspirations. Our inclusive approach ensures that every child is known, supported and challenged to reach their full potential.

We firmly believe that students achieve the greatest success when schools, families and communities work together. Strong relationships with parents and carers are therefore central to our work and play a vital role in supporting the progress, wellbeing and aspirations of every young person.

I am incredibly proud to lead Sir Thomas Wharton Academy and to work alongside such talented, dedicated and caring colleagues. If you share our ambition, values and commitment to transforming the lives of young people, we would be delighted to hear from you.

Yours sincerely,

Matthew McDonald
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form

7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, place matters, purpose lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Our Values



Value Our People

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Take Pride in Our Place

We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.



Act with Enduring Purpose

We focus on what matters most, our young people, making decisions that stand the test of time.

Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:



Generous annual leave entitlement for full-time colleagues, rising with length of service.



A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.



A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.



An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.



Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.



Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.



A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.



Staff recognition programmes celebrating excellence, dedication, and positive impact.



Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.



About Sir Thomas Wharton Academy

- We are a successful 11-18 academy in Edlington, Doncaster, serving more than 1,200 students, including a thriving Sixth Form provision.
- We are housed in a modern school building with excellent facilities that support high-quality teaching, learning and enrichment opportunities.
- We are committed to developing the whole child through an ambitious curriculum, exceptional pastoral care and a strong focus on character education.
- We offer a wide range of extracurricular, enrichment and leadership opportunities that help broaden students' horizons and raise aspirations.
- We have a calm, orderly and inclusive learning environment where all students are known, valued and supported to achieve their full potential. Ofsted noted that "The atmosphere in the school is calm and orderly."
- We foster strong partnerships with parents, carers and the wider community help ensure students receive the support and encouragement needed to succeed both academically and personally.
- We are driven by high expectations and a commitment to ensuring every young person leaves the academy equipped with the knowledge, skills and character to thrive in their future education, employment and life beyond school.



Ofsted Report 2026

Through 'Life' lessons and daily 'standing assemblies', pupils develop a detailed knowledge of relationships education, fundamental British values and online safety. Relevant and topical issues, such as misogyny and conflicts around the world, are discussed in regular debate lessons. This ensures that pupils develop a very broad understanding of life beyond school.



Pupils access a meticulously planned personal development programme throughout key stages 3, 4 and 5. Pupils with special educational needs and those who are disadvantaged receive priority access to the programme. This has a positive impact on their attendance and belonging at school, and in helping to secure highly positive destinations in their next steps.



Inclusion Officer

Location: Sir Thomas Wharton Academy

Salary: Band F, Point 12 to 18, £29,542 to 32,578 FTE

Actual Salary: £14,031.54 to £15,473.54 per annum

Contract: 20.5 hours per week, Term Time + 2 Inset Days, Permanent

Start date: As soon as possible

About the Role

An exciting opportunity has arisen at Sir Thomas Wharton Academy for an exceptional Inclusion Officer (Alternative Provision) to work with an experienced and highly motivated team of professionals.

We are seeking to appoint a suitably qualified and talented professional to support in the day-to-day provision of the Alternative Provision at Sir Thomas Wharton Academy. We welcome applications from candidates who have a passion for working with young people and families in order to improve life chances and opportunities; the skills and qualities needed to contribute to a bespoke provision for young people and the drive to provide specialist support to unlock barriers to learning and enable young people to thrive.

Sir Thomas Wharton Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve our Trust vision *'Create a Multi Academy Trust where every child, colleague and community feels a strong sense of belonging, pride and purpose. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve'*.

If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

About You

The successful candidate will...

- be committed to the Trust's Vision and Values and the Academy's Key Drivers.
- be a driven, proactive, and positive individual with an unwavering commitment to continuously improving their own standards.
- have a true growth mindset, exceptional work ethic and a sense of humour.
- have the ability to inspire and enthuse students
- be confident, approachable, firm and fair
- be committed to raising standards for all
- have the ability to adapt to changing circumstances and embrace new ideas

- be an excellent professional with high expectations of all learners and staff within the team.
- have the knowledge and experience of the context in which Sir Thomas Wharton Academy operates

About Place Partnership

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact **Mrs N Winder, PA to Principal** via email n.winder@stwacademy.com

Closing Date: Monday, 9 November 2026 at 9.00am

Interviews are expected to take place: W/C 9 November 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

Role Description

Inclusion Officer (Alternative Provision)

NJC Pay Range:	Band F
Responsible For:	Co-Ordinating In-School and External Alternative Provision
Responsible To:	Alternative Provision Leader

Main Purpose of the Post

- To support the day-to-day provision for young people of the alternative provision to ensure it is graduated in response, restorative and meets the needs to secure positive outcomes and progression routes
- To work in collaboration and liaise with the curriculum/area leaders, parents, pastoral and multi agencies to ensure exceptional learning experiences are implemented; ensuring that all children are being supported to achieve their potential.
- To contribute to the professional development of others regarding strategies and approaches to support young people with SEMH needs.
- To raise awareness of SEMH across the Academy and contribute to implementing strategies that are restorative and enable students to access learning in and out of the provision.

Key Areas of Responsibility

- To support the successful implementation of the alternative provision to ensure learners have opportunities to thrive.
- To be an advocate for students accessing the alternative provision and be part of developing a collegiate understanding through training opportunities.
- To actively monitor and track progress of identified groups who access our resourced alternative provision as well as external providers.
- To work within clear systems to track, monitor and follow up on the progress and attendance of young people who attend the provision (as well as off-site provisions).
- To work collaboratively with subject leaders, teachers and other professionals to monitor and track the progress of students who attend the Exceed provision.
- To establish common standards of practice; with regards to mindfulness, self-care and therapeutic practices, strategies to support exceptional teaching and to offer support and guidance to staff to embed strategies within the classroom and broader.
- To work with the Leader of Alternative Provision/Inclusion Officer/ SENDCo/Safeguarding team/VLN team to identify students for interventions ensuring a graduated response to provision is implemented and tracked robustly.
- To create, implement and deliver bespoke provisions and interventions for children who access Exceed that are differentiated and support young people to achieve their potential.
- To plan and deliver projects or enrichment opportunities, including trips that develop vocational skills of our students.
- To provide in lesson support to ensure children in the alternative provision can fully access learning.
- To establish relationships with families and work in collaboration with parents/carers.
- To work alongside the AP lead in developing links with external agencies to support students in Exceed as well as external provisions. To contribute and be part of a wider network of professionals across the Local Authority working within Alternative Provision.
- To participate in CPD opportunities to further develop understanding of AP and SEMH needs, which can be promoted to wider staff.
- To provide the Lead for AP with relevant information relating to the departmental performance and development.

Other Considerations Relevant to the Role

- To work from an identified Place Partnership Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

Role Description

Supplementary Information

NJC Pay Range:	Band F
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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Person Specification

Inclusion Officer (Alternative Provision)

	Essential	Desirable
Qualifications and Training	- GCSE English and Maths or equivalent qualification - Evidence of ability to use the Microsoft Office Suite and the Internet - Commitment to continued professional and personal development	- Evidence of further study - Up to date First Aid Training - Safeguarding Training - A full driving license
Experience, Knowledge and Understanding	- Experience of working effectively with children with SEMH/SEND - Experience of working in an environment where high level literacy and numeracy skills have been demonstrated - Previous experience of working in an educational environment supporting students with SEMH/SEND needs and or challenging behaviours - An awareness of good practice in supporting individual needs and providing appropriate curriculum provision and intervention	- Able to bring experiences to school which enrich and enhance the learning community - Experience of using SIMS - Experience of working with Looked After Children and associated agencies
Skills and Attitude	- Ability to stay calm under pressure and meet deadlines - Ability to be self-directed - High level organisational skills - Confidence to work with a wide range of people - A professional approach borne out of confidence and effectiveness in role - Flexibility in undertaking tasks - Ability to confidently manage students with SEMH/SEND needs - A student-centred professional - Maintain a positive attitude and calm under pressure - Well-developed ICT skills and knowledge of how technologies can be used to transform learning	
Personal Qualities and Attributes	- Ability to communicate effectively and concisely - Ability to build and maintain effective lines of communication with key	

	stakeholders including parents and professionals • Ability to build effective working relationships with students and colleagues • High standards and expectations of self and others • A commitment to securing the best for young people	
Commitment	• Developing others to achieve success • Raising standards of student performance • Community liaison including parental and business involvement • Commitment to diversity and equality of opportunity in all working practices • Supporting students to develop strategies to build resilience	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*



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