

APPLICATION PACK



Inclusion Officer

Full Time

Leadership L5 (£52,073)

Required for September 2024



In the future
generation we
trust



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FUTURE GENERATION TRUST

Future Generation Trust (FGT) is based in Staffordshire and was established in 2015. It now comprises of 5 primary academies educating in excess of 2000 pupils with a further 2 academies scheduled to join in the next 6 months. From our inauguration we have followed a carefully considered developmental and growth plan ensuring that adequate support and capacity is in place before adding each additional academy. Our over-arching strategy has a clear focus upon primary phase only academies and a goal to have them all judged by Ofsted as being at least 'Good'. All our academies are notionally within a 30 minute commute of each other. We are an ambitious Trust who aspire to provide the best possible climate and culture within our academies that allow children to flourish.

Future Generation Trust continually strives for excellence through the delivery of high quality support to the teams at each individual academy we aim to :-

- Develop confidence, high self-esteem and a love of learning in all our pupils.
- Promote respect of others and help them understand diversity and value everyone.
- Foster tolerance, resilience, perseverance and independence.

THE ROLE

Inclusion Officer

Full Time

Leadership L5 (£52,073)

Required for September 2024

Future Generation Trust is a highly successful and forward-facing organisation delivering positive educational experiences across our increasing number of primary academies in Staffordshire. As a specialist primary trust, we have developed a powerful collaborative culture which is at the heart of our unique identity and drives our relentless improvement strategies.

We are seeking to appoint a senior school leader to hold responsibility for the leadership and development of inclusion across our group of schools. As Inclusion Officer you will work in partnership with the Director of Education, in the design and implementation of a planned programme, to establish a team of professionals that will deliver effective inclusion provision to all our academies. The expectation is that this programme is progressive and does not particularly adhere to conventional thinking and structures.

It is imperative that the Inclusion Officer has the necessary skills and experience to proactively drive the support, advice and guidance needed to improve on provision in the three key headings of SEND, Safeguarding and Pastoral Support. They will also have a clear vision for the development of these areas based upon our values and ethos that is fully embraced by all stakeholders.

Our ideal candidate is likely to be:

- Fully aligned with the FGT approach to education
- Highly knowledgeable and skilled in the areas of SEND, Safeguarding and Pastoral Support
- Passionate about ensuring our provision is of the highest standard in these areas
- Able to lead by example and through a collegiate approach
- Skilled at evaluating an academy's needs and understanding what is required to generate improvement, with an aptitude for coaching, supporting and challenging senior staff.
- Someone who has excellent interpersonal and communication skills and can evidence inspirational, innovative and collaborative leadership, with the ability to inspire excellence and drive change.
- Access to own vehicle and a full UK driving licence

WELCOME FROM THE CHIEF EXECUTIVE OFFICER



Stuart Ayres - Chief Executive Officer

There are many models of MATs in existence but principally FGT is built upon a team approach and a determination to be as effective as it can possibly be. Everyone within our Trust has a significant part to play as we collaboratively deliver a high quality education. We can only achieve this goal through the sheer professionalism and talent that is evident in our leaders, teachers, support staff, governors and trustees.

Ultimately FGT Academies aim to be extremely positive places to work where pupils can learn, live and grow. We strive for happy, cared for staff and happy, cared for pupils. In this way we can play our part in supporting the development of successful, smiling people of the future generation.

OUR ACADEMIES



Our academies are committed to developing qualities and skills in pupils that will enable them to have happy and successful adult lives. A clear focus upon enjoyment, participation and high achievement aims to create a strong foundation in pupils that will allow them to move forward with purpose and belief. We relish the huge responsibility of helping shape the future generation.

BENEFITS OF WORKING FOR FUTURE GENERATION TRUST



Opportunities for all

Opportunities for professional learning and development.



Pension Scheme

Local Government Pension Scheme for professional support staff and Teachers Pension Scheme for teachers.



Fair pay and competitive benefits

Our pay and benefits are competitive and fair.



Free Childcare

Free before and after school childcare provision for all staff across all academies, during your hours of work.

JOB PROFILE

Responsible to: Chief Executive Officer (CEO) / Director of Education (DoE)

Statement of Purpose

- Lead the Trust-wide Strategy for SEND and Safeguarding - work with CEO / DoE/ Headteachers (HT's)
- Provide professional guidance to colleagues and Trust leaders
- Lead and direct a joined-up approach across all central service areas and provision linked to SEND and Safeguarding (behaviour, attendance, curriculum) to support academies in providing an exceptional provision
- Have and maintain an understanding of current educational issues and legislation to ensure the Trust is kept at the forefront of national agendas relating to SEND, Safeguarding and Attendance
- Develop / maintain a team ethos and culture approach to inclusion across the trust

SEND Strategy and Accountabilities

- Work with Trust Headteachers, SLT and SENDCOs on the strategic development of provision for pupils with SEND across the Trust
- Have a Trust wide strategic overview of provision for pupils with SEN or a disability
- Develop policy, procedures and embed best practice at strategic and operational level for provision of pupils with SEND
- Contribute to school and Trust improvement and self-evaluation, with respect to high standards of provision for pupils with SEN or a disability
- Provide regular reports for Trust leaders / board and academies in regard to SEND
- Lead and coordinate CPD on improving the provision for pupils with SEND
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective.
- Work collaboratively with other professionals and on behalf of the Trust academies, be the main point of contact with external services where appropriate in supporting schools.

JOB PROFILE

SEND Provision & Performance

- Lead the Trust's Professional Network for SEND, including providing training, coaching and support for SENDCOs
- Provide advice, guidance and practical strategies to teachers and SENDCO's across Trust academies.
- Secure high-quality teaching and learning for pupils with SEND ensuring the effective implementation of Education Health Care Plans, Pupil Support Plans – Individual Education Plans, Individual Behaviour Plans.
- Contribute to curriculum development to ensure that students with SEND experience a deep and rich curriculum
- Commission and quality assure SEND specialist services (e.g. Educational Psychologists) to support academies across the Trust.
- Support each academy to ensure a nurturing culture and bespoke provision for pupils with complex needs.
- Support SENCOs in the successful deployment of staff and resources across their academy
- Undertake Trust wide reviews of SEND provision and work with DoE and Headteachers to review and improve achievement of pupils with SEND
- Support academies in developing a consistent approach assessment and data collation for SEND
- As necessary, advise on application for Education, Health and Care plans alongside the Headteacher and SENDCO.
- Undertake Risk Assessments of non-OfSTED registered alternative provision where this is offered to SEND pupils in Trust academies.
- Provide advice and guidance to schools on making reasonable adjustments to meet the needs of pupils with SEND

Pupil Premium

- Have a strategic overview of pupil premium provision across the Trust

JOB PROFILE

Safeguarding

- Provide strategic leadership and management on Trust wide safeguarding
- Be the lead officer for safeguarding within the Trust, reporting to other leads and Trustees as required
- Ensure that the Trust wide Safeguarding Policy is reviewed regularly and updated promptly considering any external updates or advice
- Ensure appropriate statutory and other training is made available, using a consistent approach and monitoring completion by all Trust staff
- Monitor and evaluate all data in relation to the safeguarding of pupils
- Keep up to date with education and educational safeguarding publications, the Ofsted inspection framework and share this information in the appropriate forums
- Lead the Trust's Professional Network for Safeguarding, including providing training, coaching and support for DSLs and creating a collaborative and supportive approach
- Ensure effective safeguarding quality assurance strategies are used across the Trust, including HR related (SCR/Personnel)
- Report to the Trust leadership on all issues relating to safeguarding
- Provide an input to support schools managing complex cases.

Attendance

- Work with Trust SLT and Headteachers, to ensure that there is an effective, strategic plan in place to support attendance across the Trust
- Have a Trust wide strategic overview of attendance
- Develop policy, procedures and embed best practice at strategic and operational level for improving attendance

Relationships and Partners

- Develop strong relationships and effective working arrangements with Trust and school staff
- Be sympathetic and supportive of the parents and carers of pupils with SEND, ensuring appropriate support and information is supplied
- Represent the Trust at conferences and events
- Liaise with external agencies, including the Local Authority, as appropriate, to ensure a collaborative approach to Inclusion.
- Motivate and enable SENCOs to carry out their roles to the highest standard through coaching and professional development.
- Establish effective partnerships with relevant Local Authorities and encourage the participation of leaders and teachers in SEND networks where this will lead to improved outcomes for pupils.

JOB PROFILE

Funding and Budget Management

- Support school leaders to ensure that the budget allocated is used effectively and efficiently to maximise its impact on the achievement of the best possible outcomes for pupils.
- In keeping with the Trust's finance policy and systems, ensure that budgetary controls are effective and expenditure is managed effectively.

Accountability

- With Headteachers, be accountable to the Trust for performance and outcomes of pupils with SEND.
- Report on a regular basis, and as required, to the CEO, DoE, the Trust Board and the Curriculum committee on the performance of pupils with SEND.

Other Responsibilities

- Continuously develop own professional practice and keep up to date with all relevant policy developments.
- Contribute to the wider work of the Trust, its academies and its communities through partnership working, sharing of expertise and knowledge and voluntary out of hours work.
- Exercise a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Identify and prioritise research and CPD opportunities for the leadership of Inclusion.
- Carry out any such duties as may be reasonably required by the CEO
- You will be required to travel across Trust academies

PERSON SPECIFICATION

AF = Assessed at Application Form **I** = Assessed at Interview **R** = Assessed from references

Criteria	Measured By
Education <ul style="list-style-type: none"> Degree and qualified teacher status National Award for Special Educational Needs Coordination (NASENC) Evidence of further appropriate qualifications or training may be advantageous e.g. DSL training/Safer Recruitment Training Evidence of participation in recent relevant Continuing professional development relevant to a strategic leadership post 	AF/I
Experience <ul style="list-style-type: none"> Significant recent and relevant experience as a substantive senior leader in a primary setting Successful and proven track record of leading a whole school area with a demonstrable impact on school improvement; Experience of line management and holding others to account with demonstrable positive impact. Experience of analysing and interpreting assessment data to ensure effective pupil progress, raise standards and achieve outstanding pupil outcomes; Evidence of managing teams and leading progress; Experience of training/working alongside Designated Safeguarding Leads (DSL) or in the role of a DSL Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social, and emotional needs. Successful development of colleagues; Experience of effectively working with others including other schools/academies 	AF/I/R
Professional Development <ul style="list-style-type: none"> A record of continuous professional development that includes training in leadership and management. Experience of delivering high quality training and helping to co-ordinate the professional development of colleagues. 	AF/I AF/I/R

PERSON SPECIFICATION

Criteria	Measured By
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Evidence of clear thinking about the role of a Trust Inclusion and Safeguarding Lead, presentation of experience to meet the requirements of the post. • Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation (e.g. KCSIE) specifically related to SEND and safeguarding; • An understanding of a range of special needs, including SEMH, ASD, ADHD and SpLD • Up-to-date knowledge of specialised curriculum for young people with SEMH; • Knowledge of using restorative justice; • An understanding of disadvantage and challenging contexts; • A wide and current knowledge of safeguarding legislation and best practice • Understanding of the importance of partnership working and accepting appropriate support from others, including colleagues and external agencies; • Understand the role of collaborating and networking within the Trust and beyond; • A wide and current knowledge of innovation in behaviour management • Management of safeguarding within a complex setting and proven success in promoting safeguarding, to ensure the safety of all pupils and staff; • Ability to work with and advise the Trust Board and Local Governing Bodies to enable them to fulfil their role and statutory obligations; • Evidence of successful, harmonious collaboration with a range of people in achieving agreed outcomes. 	AF/I/R
<p>Additional Skills & Abilities</p> <ul style="list-style-type: none"> • Personal commitment to quality and excellence • Convinced of the transformative nature of excellent education; • Excellent interpersonal skills and the ability to form strong relationships with internal and external stakeholders • Commitment to the safeguarding of vulnerable young people; empathy with the needs of children; • Personal and professional resilience in the face of challenging situations; • A commitment to the vision, guiding principles and strategic goals of the Trust. • The ability to command the respect of all and be highly visible to pupils, parents and members of the Trust community. 	AF/I/R
<p>Health & Attendance</p> <ul style="list-style-type: none"> • Good health record and consistent attendance. 	R

HOW TO APPLY

Applying for this role

Should you wish to discuss the role in strict confidence, please call Stuart Ayres, CEO on 07811 756628 or via email at stuart.ayres@futuregenerationtrust.co.uk

All documents relating to the role can be found here

www.futuregenerationtrust.co.uk/vacancies

Completed application forms and a recruitment and monitoring form should be emailed to Emma Joyce at; emma.joyce@futuregenerationtrust.co.uk

Please ensure application forms are signed. CV's will not be accepted.

Closing date: Monday 11th March 2024 at 3pm

Candidates selected for interview will be notified: Wednesday 13th March 2024

Interviews will take place: Wednesday 20th March 2024 Prior to interview, references will be requested.

Once you have applied

If you have not received an invite to interview 10 days after the closing date of the vacancy you can assume you have not been successful in being shortlisted on this occasion.

Safeguarding

All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. It is an offence to apply for any role with FGT if you are barred from engaging in regulated activity with children.

APPLICATION AND SELECTION PROCESS

We will:



Information

Provide you with clear, accurate and timely information.



Questions

Give you the opportunity to ask questions.



Respond

Respond to enquiries promptly.



Fair

Adopt a fair and consistent assessment process.



Offers

Make sure all offers are fair and equitable.

In return we will ask that you:



Honest

Be honest and upfront about your experience, goals and aspirations.



Accurate

Provide open and accurate information when submitting your application.



Prepare

Prepare yourself for the interview and research who we are and how we work.

SAFER RECRUITMENT & EQUAL OPPORTUNITIES

Safer Recruitment in Education information for applicants.

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006, make employers responsible for evidencing that all employees have proven their right to work in the United Kingdom. To evidence your right to work in the UK, you will need to provide appropriate documentation prior to recruitment using a right to work checklist.

Fitness for Work (Medical Clearance) and DBS Checks

All posts are subject to medical clearance and an enhanced DBS check.

References

Full details on the references which will be required can be found within the Future Generation Trust application form.

Equal Opportunities

Future Generation Trust is committed to creating and promoting a diverse and inclusive workforce. All appointments will be made on merit, following a fair and transparent process. Applications are welcome from all suitably qualified candidates regardless of age, disability, ethnic or national origin, gender identity, marital status, political opinion, religion or belief, sex, sexual orientation or trade union membership.

Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose, only when relevant.





FUTURE GENERATION TRUST

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