



Inclusion Officer

Required: September 2024

Job Type	37 hours per week, TTO plus 5 Training Days Monday to Thursday 08.00 – 4.00pm Friday 08.00 – 3.30pm
Salary	NSAT Grade G, SCP 13-16 (£26,873 - £29,269). Actual salary: £23,038.41 - £25,092.52.

About the Role

We are seeking to appoint an exceptional individual, who is highly organised and motivated, who will make a positive and valuable contribution to Harrogate High School. The Inclusion Officer will provide support to the SEND Team within school as well as working with external stakeholders on SEND matters. The successful candidate will:

- Ideally have proven experience of working in a similar role within a secondary school setting.
- Have awareness of SEND policies and procedures.
- Maintain records/management information systems.
- Contribute to the overall ethos and aims of the school.
- Establish productive working relationships with all stakeholders.
- Be able to remain calm under pressure and prioritise workload effectively.

The successful candidate will need to be able to demonstrate flexibility and an enthusiasm to learn specific school functions and duties. This role involves teamwork and the ability to manage and prioritise own workloads. The successful candidate will have an awareness of SEND and safeguarding procedures within school and preferably have had experience of working with children.

We can offer a commitment to your professional development, the opportunity to work in partnership with colleagues from primary and secondary schools across the MAT and the chance to be a part of something truly special. If you want to make a difference and are committed to improving life chances for children, we would love to meet you.

Why work for Northern Star Academies Trust?

We are a mission-driven Multi-Academy Trust, with an unwavering commitment to nurture learning in a sustainable environment so that our whole community can thrive, aspire, and succeed. We offer access to a professional and supportive community of academies, fellow senior leaders, and mentors to help develop and progress your career.

At Harrogate High School all our children can enjoy their learning and flourish in a safe and happy environment. Everyone who plays a part in Harrogate High School life is very proud of the school and we all strive to maintain it as a fantastic place to learn and a key part of the community. We are proud to be a part of Northern Star Academies Trust and make the most of the links we have with our brilliant partner schools.

Further Information

For further information and to submit an application please visit our candidate portal on Every using the following link: <https://candidates.every.education/Vacancies/Details?advertKey=4f87ecd3-244e-4261-a8d4-408427788ad7>

If you would like to have an informal chat about the role, please telephone 01756 707609.

Northern Star Academies Trust

77 Gargrave Road, Skipton, BD23 1QN, North Yorkshire | 01756 707600 | info@nsat.org.uk | www.nsat.org.uk

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Closing date	<i>Sunday 14 June 2024</i>
Interviews	<i>w/c 15 June 2024</i>

Northern Star Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS Criminal check. Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.