

United in Lifelong Learning



**Ready
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Responsible**

Head Teacher: Mrs J Henderson
01524 832747

Langridge Way
Westgate
Morecambe
LA4 4XF

Tuesday 9th September 2025

Inclusion and Safeguarding Support Co-ordinator

Dear Candidate,

Thank you for taking an interest in our current vacancy for Inclusion Coordinator at Westgate Primary School. Due to the external promotion of a key member from our inclusion team, we are delighted to have the opportunity to create this unique role for our school.

This post Grade will be negotiated on appointment and based upon experience and qualifications (Grade 7 or 8). The job and person specification attached detail the duties and experience required for the role. The position will be permanent and working hours will be negotiated on appointment.

Westgate is very large pupil mainstream primary school with 490+ children serving the community in Morecambe. The pupils are at the centre of everything we do with a committed, experienced and hard-working staff base meeting the needs of the children we are responsible for.

The ideal candidate will be someone who is child-centred, compassionate and resilient. We are looking for individuals who can truly support children and be part of a team that make a positive and life-long difference.

We have an excellent record in terms of supporting the development of our staff and we hold all of the Westgate team in very high regard, they are our most valuable resource and so we take time to nurture and value them. Staff enjoy coming to work and give 100% to both children and colleagues. We all work hard here and our

efforts are rewarded with the satisfaction gained from seeing youngsters move on with their learning and personal development.

The school population comes from a range of backgrounds, our Pupil Premium is 40% and many have difficulties outside school. We have a strong inclusion team who support our work with these particular children.

We are looking for someone who has;

- Successfully worked with children with Social, Emotional and Mental Health Difficulties
- Been in the role of Designated Safeguarding Lead or Deputy or has relevant Safeguarding experience
- Experience of multi-agency working with a range of agencies
- Been involved in making difficult professional decisions and providing professional challenge
- Experience of working as part of an effective team
- Knowledge of trauma-informed practice and the impact of Adverse Childhood Experiences
- Knowledge of appropriate interventions for supporting children with SEMH difficulties
- A Child-centred holistic approach and ability to see things from the child's perspective
- An ability to show empathy to all members of the school community.
- An ability to evidence a highly developed sense of self awareness and not respond personally to challenging situations.
- Confidence in conflict resolution with children and adults.
- An ability to contribute to Individual Inclusion Plans using specialist advice and knowledge of the child.
- Knowledge of appropriate and relevant legislation, including Keeping Children Safe in Education and Working Together to Safeguard Children 2023.
- A flexible approach to work
- Good time keeping
- Good organisational skills and effective recording.
- A warm, non-judgemental approach.
- An ability to act with integrity at all times

In return, we can offer;

- The opportunity to join an effective inclusion team, who work closely with all stakeholders for the good of the children
- An experienced and welcoming staff who are passionate about helping children to achieve their very best
- Enthusiastic children who are rightly very proud of their school

- The opportunity to further develop your own career path in a supportive and forward-thinking environment, surrounded by like-minded staff
- A positive, supportive and happy place to work, where children are at the centre of everything we do and that everyone has a 'can do' attitude

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. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. All shortlisted candidates will be subject to a rigorous safeguarding check.

Unfortunately, we will not be able to respond to each applicant personally. The closing date for applications is **noon of Wednesday 8th October** so if you have not heard from us by **Friday 10th October**, please assume your application has not been carried forward to the next stage. If this is the case please accept our thanks for your application and our best wishes for any further applications you might be making.

We would like to invite prospective candidates to visit the school. If you are interested in the post, please come and meet us and get a feel for our school and our children. Tours will take place on the following dates;

- Wednesday 24th September at 9.30am
- Thursday 25th September at 4pm

If you wish to attend one of the tours, please email e.nutt@westgatesch.com or call the school office on 01524 832747 to book, stating which day you would like to attend. Please ensure you book a place rather than just turning up.

If you have any questions regarding the role, please contact the Head Teacher, Jane Henderson, by email on headteacher@westgatesch.com or call the school office (phone number above).

If you like a challenge, don't mind hard work and want to make a difference, fill in your application and return it to us by the closing date. Applications by email to e.nutt@westgatesch.com

Yours sincerely,



Jane Henderson

Head Teacher