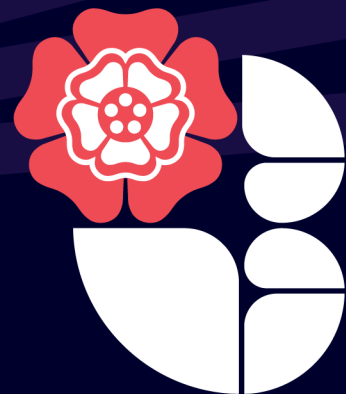


# Secondary Recruitment Pack

Wrenn School

Inclusion Unit Assistant



**WRENN  
SCHOOL**  
*Creative  
Education  
Trust*

# Dear Colleague



Thank you for your interest in the role of **Inclusion Unit Assistant** at Wrenn School.

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2020/2021 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed

beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

Wrenn School joined Creative Education Trust in November 2018. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development in order to enhance your career is a priority for us. We offer a mentoring programme, career stage interviews, flexible benefits, staff rewards and support for family events. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. Our ethos of Ambition, Excellence and Care for all is underpinned by our Proud to be Wrenn values. We strive to develop the aspirations and values of every student and member of staff.

You will be able to find a wealth of information about Wrenn School on our website [www.wrennschool.org.uk](http://www.wrennschool.org.uk) which will help with your decision.

Yours faithfully

Laura Parker  
Principal

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

**“We are looking for an ambitious, experienced, committed and energetic colleague”**

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT WRENN SCHOOL



**We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in Wellingborough, Northamptonshire.**

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

## **Our on-site facilities include:**

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Multi-use Floodlit Astro Turf
- Performance hall with sound system and projector;
- Lecture Hall complete with tiered seating;
- Dedicated Sixth Form Hub
- Use of visualizers in selected classrooms
- Bespoke music centre
- Specialised creative subject learning building
- Learning Resource Centre for text-based resources



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support and challenge to ensure that they have the opportunities to excel and give our students the education they deserve.**

As members of staff in an ambitious school that aims to enrich the experiences of our young people, enable them to make extraordinary progress and be able to access the best opportunities for their future lives, we must be role models for continuous learning and development.

We provide:

- Training and development for all staff across the wide range of roles that we have in school – both in and outside the school.
- Clarity around career structure and expectations that can be met to demonstrate successful progress, according to career stage.
- A supportive Professional Development system that sets realistic objectives and encourages individual growth, team success and the promotion of the Wrenn ethos through a coaching approach.
- Quality Assurance that focusses on formative, developmental feedback, rather than summative judgements.
- Opportunity to reflect on career aims and feedback into further school improvement through career stage interviews.
- The opportunity to work with colleagues on improvement projects through action research, development projects, enhancing subject knowledge, co-observation and utilising external support – colleagues engaged in collaborative development so that improvement is continuous.

We have an open-door policy for senior leadership and encourage feedback from all our staff in significant areas of school improvement.

We also provide an Insights programme that allows staff at any stage in their career to gain an insight into what the next step in their career progression might look like and the training around this.



# Inclusion Unit Assistant

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

Wrenn School, Wellingborough, Northamptonshire

### SALARY

NJC Scale 5, (Points 12- 17)

35 hours per week

40 weeks per year (term time plus two weeks)

**Actual salary £23,124 - £25,085 per annum**

### THE ROLE

Wrenn School are seeking to employ a motivated, enthusiastic and practically minded Inclusion Unit Assistant to join the Behaviour Team. Training will be provided to the successful candidate but a willingness to work with children of secondary school age is essential.

### REPORTING LINES

The post will report to the Assistant Principal.

### MAIN RESPONSIBILITIES OF THE POST

- Provide support for students with academic and self-improvement work, under direction of the AP
- Assist students by breaking down complex tasks into simpler steps
- Help students review their own progress
- Encourage, reassure and increase pupil confidence in order to raise self-esteem and diminish fear of failure.
- Create a climate for learning in which the pupil feels at ease, confident and not worried about making mistakes
- Identify pupils' difficulties and discuss approaches with class teachers
- Work with identified students in our bespoke provision to help them understand how their own behaviours affect future self-development.
- Liaise with teaching staff over progress, as required

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

- Provide a calm, supportive environment for students to start their day

### MANAGE STUDENT BEHAVIOUR

- Counsel and calm students when appropriate
- Be observant and proactive in order to prevent inappropriate pupil behaviour.
- Recognise and reward improvement
- Rehearse appropriate behaviour with individual students.
- Work with individual students on programmes designed to improve their behaviour in all aspects of school life
- Supervise students in the Reset rooms

### ADMINISTRATIVE SUPPORT

- Record-keeping as directed by the AP
- Liaising with subject staff over schemes of work and appropriate work for students in the Unit.
- Liaising with colleges and other settings regarding appropriate courses for students, and progress of students who are on such courses

### OTHER DUTIES

- This role will have a focus on Behaviour, Welfare and Mental Health. The role will be to address the needs of the students who need help to overcome barriers to learning.
- Assisting in preparing the learning environment
- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure pupils' health and safety.
- Following school policies and procedures especially those relating to child protection and health and safety.

### SCHOOL CULTURE

- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.

- Support and work in collaboration with colleagues and other professionals in and beyond the school.

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### **PASTORAL DUTIES**

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- To be an approachable and supportive to enable students to thrive.
- Promote the general progress and well-being of individual students and of the school as a whole.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- To instil high expectations for our students and encourage our students to reach their potential.

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### **OTHER PROFESSIONAL RESPONSIBILITIES**

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- Establish effective working relationships, ensure professional conduct and be an effective role model to students at all times.
- Undertake other various responsibilities as directed by the Head of Department or Senior Team.
- To actively participate in own development and professional learning and (depending on experience and career stage) to contribute to the development of others.

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### **SCHOOL ETHOS AND COMMUNITY**

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- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders
- To be a positive role model of the values and behaviours that underpin the school vision.
- Collaborate with colleagues to ensure the sharing of resources to the benefit of the school, department and individual students.
- Contribute to wider life of the school through your participation in meetings, extra-curricular events and information/open evenings.

- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.

- Undertake any other reasonable duties deemed appropriate to the role.

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### **PERSONAL QUALITIES**

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- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# Inclusion Unit Assistant

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Demonstrable levels of numeracy and literacy equivalent to GCSE (A*-C) or above in English, Maths and Science.	Counselling qualification
Experience	<p>Working in a school environment</p> <p>A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in a secondary education setting.</p> <p>Working with young people</p> <p>Working within a clear vision and set of values.</p>	Previous experience working with students with their behaviour, welfare and mental health.
Knowledge and Understanding	<p>Understanding of the characteristics of working with students</p> <p>Awareness of relevant legislation relating to child protection</p>	Understanding of the characteristics of working with students with behaviour, welfare and mental health needs.
Skills	<p>Basic understanding of how students learn</p> <p>Ability to support/advise teaching staff in managing behaviour.</p> <p>Understanding of issues affecting behaviour and barriers to learning.</p> <p>Ability to implement individual behaviour improvement strategies.</p> <p>Excellent communicator</p> <p>A 'Can Do' attitude and hardworking</p> <p>Excellent timekeeping</p> <p>Excellent interpersonal skills with pupils, colleagues, parents and outside agencies</p> <p>Ability to give and receive effective feedback and act to improve own performance and that of others</p> <p>Ability to explain ideas clearly and succinctly</p> <p>Ability to ask for support and advice where necessary &amp; to work to tight deadlines under pressure</p>	

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	<p>Self-motivating with a positive outlook and attention to detail</p> <p>Ability to build and work as part of an effective team</p> <p>Ability to see tasks through to a successful conclusion</p> <p>Ability to reflect on own performance and adapt working practice if and when required</p> <p>Proven ability to establish productive professional relationships with children, colleagues, and parents.</p>	
Equal Opportunities	Commitment to inclusion and diversity	
Other Requirements	A commitment to working to improve the life chances of all the young people in our Academy	

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