



THE **HOLMESDALE** SCHOOL

Dedicated to Community, Committed to Equality, Striving for Excellence



Intervention and Inclusion Manager
The Holmesdale School
Information



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Welcome

Dear Applicant

Make a Difference in Young Lives: Join Our Vibrant School as a Intervention and Inclusion Manager
Imagine stepping into a welcoming community where dedicated educators are passionate about making a real difference in the lives of children. At The Holmesdale School, a growing school with a strong sense of belonging, that's exactly what you'll find. As an Intervention and Inclusion Manager, you'll play a vital role in ensuring our students thrive in a safe, supportive, and stimulating environment.

The Holmesdale School, a growing school dedicated to community, equality, and excellence, is looking for someone like you!

Why Choose The Holmesdale School?

- **Make an Impact:** Be a direct influence on young minds, shaping their learning journey and fostering their confidence.
- **Thrive in a Supportive Environment:** Enjoy collaborative teamwork with passionate colleagues who offer ongoing support and mentorship.
- **Develop Your Skills:** Access exceptional professional development opportunities, including NPQ qualifications and Masters programs, to advance your career.
- **Join a Leading Trust:** Be part of Swale Academies Trust, a highly successful organisation dedicated to continuous improvement and innovation.
- **Become Part of Something Special:** Contribute to a school with a strong sense of community, celebrating diversity and nurturing independent, resilient learners.

What Makes You the Perfect Fit?

- Do you possess infectious enthusiasm and a genuine passion for helping children learn and grow?
- Are you a natural communicator who excels at building positive relationships with students of all ages and abilities?
- Do you have a strong sense of responsibility and a commitment to safeguarding children's well-being?
- Previous experience in a school environment is a plus, but your dedication and eagerness to learn are even more valuable.

Ready to take the next step?

Visit our school or apply today and discover how you can:

- **Make a real difference** in the lives of children.
- **Develop your leadership skills** in a supportive and dynamic environment.
- **Join a thriving school community** dedicated to your success.

Don't miss this exciting opportunity! Apply now and let's shape the future of The Holmesdale School together.

Yours faithfully



Mr Lee Downey

Head of School

Job Description

Job Title: Intervention and Inclusion Manager
Grade: SAT D
Responsible to: Assistant Headteacher

Purpose of the job

Pastoral care and academic progress of students across the Communities

To manage and lead the Inclusion Room ensuring that appropriate tone and discipline is maintained. To contribute to progress by managing student behaviour to ensure that all work is completed.

To reduce barriers to learning by supporting students with behaviour management issues.

PRINCIPAL RESPONSIBILITY

To monitor and communicate the overall behaviour, attendance and progress of students within a designated community.

Key Accountabilities:

- Leadership & management of student welfare and progress
- To create and maintain a community ethos in line with the school's ethos
- To be a role model for staff and students
- Ensure the consistent implementation of behaviour, reward and homework policies and practices
- Ensure the consistent implementation of attendance and punctuality procedures
- Promote and celebrate community activities and individuals' achievements
- Support and challenge individual students whose behaviour is a concern through PSPs and other school strategies
- Manage behavioural incidents promptly and effectively
- Effective communication with the SENCO, ensuring vulnerable students are fully supported
- Liaise and work alongside the DSL, as and when appropriate, on any safeguarding/child protection concerns
- Share with middle leaders, or SLT as appropriate, any concerns regarding progress being made in class by students
- To insist on high standards of co-operation and behaviour and initiate action as necessary
- To insist on high standards of school uniform and initiate action as necessary
- Ensure that all staff are aware of which students are placed in the Inclusion Room
- To request suitable work for each student from their class teacher(s) and/or Subject Head(s) with as much notice as possible
- To register all students
- To enable and support students to reflect on their behaviour and to identify strategies to avoid repeating the behaviour
- To apply all policies consistently whilst in the Inclusion Room

Job Description

Leadership & management of student welfare and progress (Continued)

- To manage students at break
- To maintain the learning environment in the Inclusion Room, including displays
- To ensure that all completed work is returned to the department
- To support students' learning where possible
- To communicate any problems to Line Manager and/or SLT on duty
- To liaise with parents, students and staff as required
- Follow all school's safeguarding procedures
- Ensure that all students are supervised at all times
- To monitor student progress in the Inclusion Room

Additional Responsibilities

- To manage the school's behaviour and interventions package
- To review and evaluate the impact of behaviour interventions
- To maintain all student behaviour records on SIMS
- To communicate to stakeholders through the school's texting service

Effective Communication

- Together with the Assistant Headteacher, co-ordinate all information received from staff, parents and outside agencies regarding individual students
- Respond promptly to parental communication and be available for effective home-school liaison
- To keep parents informed of students' progress and make contact and invite in as necessary
- To keep staff informed of outcomes following action.
- Keep accurate records of all communications with parents
- Ensure information in student files are kept accurately

Health & Safety

To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

Safeguarding

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Holmesdale. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Person Specification

Qualifications	Essential / Desirable
Level 2 qualifications in English and Maths	E
Experience	
Experience of working with young people in a learning environment	D
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	E
Understanding of relevant policies, codes of practice, legislation.	E
Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving. (Growth mindset)	E
Must have excellent communication skills, both verbal and written.	E
Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.	E
Knowledge of Bromcom an advantage although training will be given.	D



Working at The Holmesdale School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

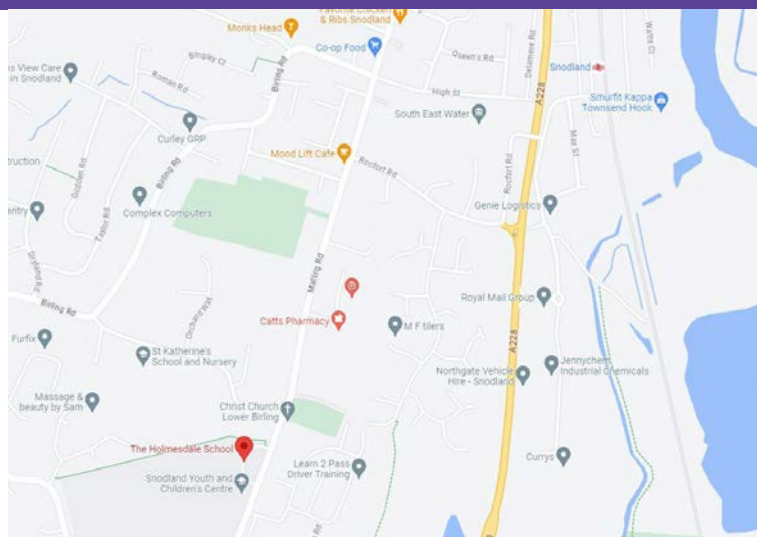
Finding Us

The Holmesdale School
Malling Road, Snodland, Kent ME6 5HS

01634 240416
THS_Office@swale.at

Closest Train Station: Snodland Station
Approx. 18 minute walk

Closest Bus stops:
The Holmesdale School - 71, 149, 151, 549, 575





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to louise.bates@swale.at or by post to the following address:

Louise Bates
The Holmesdale School
Malling Road
Snodland
ME6 5HS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Holmesdale School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

- Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:
- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale ACADEMIES TRUST

