

 **AMBITION** | **RESPECT** | **BELONGING** 



Sir John Thursby Community College



Candidate Information Pack
Mainstream Inclusion Officer

Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw
Headteacher

Sir John Thursby Community College

Eastern Avenue, Burnley, BB10 2AT

Tel: 01282 682313

Email:

recruitment@sirjohnthursby.lancs.sch.uk

Website: www.sirjohnthursby.lancs.sch.uk

Headteacher: Mr M Renshaw

Mainstream Inclusion Officer

Part-time, 30 hours per week (8:45–15:15 Mon-Fri), TTO + 1 week

Grade 5 pt 6-11 Actual Salary: £18,286-£19,801pa

To start 1st September 2026

“We are characterised by how we treat our people”

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

We are looking for an enthusiastic, hardworking and compassionate individual, with the skills and ability to support students and establish positive relationships to promote excellent learning and behaviour. You will work as part of a supportive team, committed to ensuring our young people are safe, healthy and supported to achieve.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

We are looking for a Mainstream Inclusion Officer who will:

- Liaise with teaching staff during lessons and around school providing support to students to raise achievement and enable them to overcome barriers to learning
- Work with students who exhibit challenging behaviour to identify their needs and support their development
- Provide support within the parking room including management of student behaviour, admin support and maintenance of resources
- Model commitment, resilience, patience, hard work and a good sense of humour

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or email recruitment@sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313

Send your completed Application form (only the version attached) stating which post you wish to apply for to:
recruitment@sirjohnthursby.lancs.sch.uk

Closing date: 9am Monday 29th June 2026

Shortlisting: Tuesday 30th June 2026

Interviews: Monday 6th July 2026

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Role Profile - Operational Context Form

Post title: Mainstream Inclusion Officer					
Grade:	Grade 5	Staff responsibility:	No	Essential Car user:	No
<p>Scope of role:</p> <p>Working independently on a varied range of tasks which may require the use of some analysis and judgement to complete including, but not limited to, supporting pupils to overcome barriers to learning, by providing pastoral or learning support to achieve agreed targets. The role is designed to support the school's ethos of Ambition, Respect and Belonging. It is also there to support the school's culture of relational behaviour management and supportive behaviour corrections.</p> <p>There may be a requirement to provide support and guidance to other members of staff and be able to deal with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities linked to the role.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <ol style="list-style-type: none"> 1. Work with colleagues to determine the specific learning and physical requirements of individual pupils. 2. Liaise with teachers and senior support staff to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning 3. Assist in maintaining contact with pupils' families/carers to inform them of progress and issues 4. Support pupil access to out of school facilities and study support 5. Provide pastoral support to pupils in their mental and physical welfare, encouraging positive attitudes and behaviour around the school. 6. Supervise pupils out of classroom to complete assigned tasks. 7. Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils 8. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them 9. Collate information, maintain records and analyse data on of pupil achievement, behaviour, attendance and punctuality. 10. Provide support and advice to pupils to promote their social care and personal development 11. Assist in resolving relationship issues between pupils 12. Manage the supervision of pupils removed from lesson from or not otherwise working to a normal timetable . 13. To work within school policies and procedures 14. To take care of their own and other people's health and safety 					
<p>Individuals in this role may also:</p> <ul style="list-style-type: none"> • Assist in supporting a purposeful, orderly and supportive environment for learning • Support the promotion of positive relationships with parents and outside agencies • Work within school policies and procedures • Attend staff training/meetings as appropriate • Take care of their own and other people's health and safety • Provide First Aid support (training will be given) • Be aware of the confidential nature of issues related to home/pupil/teacher/college work 					

Additional supporting information – specific to this post.

- Commitment to safeguarding and protecting the welfare of children and young people
- Satisfactory attendance record/commitment to regular attendance at work

Additional Information: See supplementary sheet

Prepared by:	E Black DHT	Date:	June 2026
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile - Level Five – Operative / Support (Grade 5)
Level Five Purpose

To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.

Scope of Work

Role holders will undertake a range of standardised procedures, some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.

Accountabilities/Responsibilities

Role holders may be responsible for:

- Instructing and checking the work of others; or
- Planning and organising tasks; or
- Interpreting information, solving task-related problems or implementing regulations; or
- Producing work of the required standard; or
- Providing advice and guidance on established internal policies and procedures.

Skills, knowledge and experience

- Previous relevant experience or the ability to demonstrate the competence to carry out the job.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.
- Enhanced skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

Performance Measures

- Completion of work to required standards and deadlines.

Lancashire County Council

Person Specification Form		
Post title: Mainstream Inclusion Officer		Grade: Grade 5
Establishment: Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: Application form (AF), interview (I)
Qualifications		
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	AF
Relevant Level 3 or above qualification, or equivalent	D	AF
Experience		
Experience of working with children and young people in an educational or pastoral setting	E	AF, I
Experience of Administrative work	E	AF, I
Experience of supporting pupils with challenging behaviour	E	AF, I
Knowledge, skills and abilities		
Ability to relate well to children and young people	E	AF, I
Ability to work well as part of a team	E	AF, I
Good communication skills	E	AF, I
Ability to work on own initiative	E	AF, I
Ability to relate well to parents/carers	E	AF, I
Ability to supervise and assist pupils	E	AF, I
Time management skills	E	AF, I
Organisational skills	E	AF, I
Knowledge of classroom roles and responsibilities	E	AF, I
Knowledge of the concept of confidentiality	E	AF, I
First Aid Certificate or willingness to undertake training	E	AF
Administrative skills	E	AF, I
Knowledge of National Curriculum	E	AF, I
Excellent IT skills with experience of Microsoft Office suite	E	AF, I
Flexible attitude to work	E	AF, I
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to own professional development	E	I
Satisfactory attendance record/commitment to regular attendance at work	E	I
Commitment to confidentiality and data protection compliance		
Prepared by: E Black	Date:	June 2026

Sir John Thursby Community College

Mainstream Inclusion Officer

Supplementary sheet.

June 2026

Mainstream Inclusion Officer – Refined Responsibilities

1. In-Lesson and Around-School Support

- Monitor 'support request' emails and attend lessons where support has been requested.
- Support students and staff during lesson changeovers to promote strong starts to lessons and reduce lateness.
- Triage situations promptly to remove barriers to learning and provide timely support to teachers.
- Remove students from lessons when necessary and place them in the parking room following agreed protocols.

2. Behaviour Support & Restorative Practice

- Actively de-escalate situations using calm, trauma-informed strategies.
- Model a restorative and trauma-informed approach at all times.
- Facilitate restorative conversations to repair relationships and support positive behaviour.
- Use ClassCharts to accurately log behaviour incidents and ensure clear communication with staff.
- Make same-day phone calls home for students removed from lessons and maintain professional communication with parents/carers.
- Monitor behaviour data to identify patterns and trends and respond proactively to feedback to pastoral teams.

3. Parking Room Management

- Support with administrative tasks and documentation relating to the parking room.
- Ensure that an accurate log of placements is kept in the parking room and review weekly to identify trends and patterns to feedback to pastoral teams.
- Manage and maintain resources within the parking room.
- Ensure clear routines and expectations are consistently in place for students using the parking room.
- Follow up on behaviour concerns arising from time spent in the parking room.
- Provide cover for the parking room where required.

4. Collaboration & Professional Relationships

- Attend line management meetings with the AHT to support effective workflow and operations.
- Work collaboratively with the pastoral and leadership teams to respond to incidents involving students.
- Maintain excellent relationships with all stakeholders, ensuring communication is respectful, supportive, and solution-focused.

5. Professional Development

- Engage fully in all relevant CPD to enhance skills and contribute to best practice within the inclusion team.

Employee Benefits - Why Choose Sir John Thursby Community College

- A commitment to staff wellbeing, development, training and support.
- Modern, facilities managed, school building with excellent facilities for learners and colleagues
- Smart boards and visualizers in every classroom to support high quality teaching and learning
- Generous non-contact time with **20% for MPS/UPS teachers**
- Well planned school calendar to support professional and personal life balance
- Family friendly employer with opportunities for flexible working, including part-time, job share, term-time working – dependant on your job role and business need
- Access to a **high quality CPD programme** focussing on key areas of implementation based on the latest Educational Research and planned around the EEF guidance on professional development.
- Opportunities to access **external courses and training**
- Membership of The National College for all staff
- High quality induction, support and training for Early Career Teachers
- ‘Welcome to SJT’ induction day to ensure you feel ‘first day ready’ with on-going ‘on boarding’ follow up
- Disaggregated INSET to support long weekend in November to rest and recharge
- Pension: Membership of the Teachers’ Pension Scheme (TPS) with employer contributions of 23.68% or the Local Government Pension Scheme (LGPS) with generous employer contribution
- Positive climate for learning around school supported through our brilliant basics and behaviour policy
- Proactive, supportive and visible Leadership Team to support the climate around school
- Great Pennine location with good transport links both cross country and the motorway as well as public transport options
- Automatic annual pay progression for all teachers
- Staff commendation programme
- Access to free mental health and wellbeing support along with access to the LCC Employee health & wellbeing website and digital health and wellbeing platform - Optimise
- Opportunity to earn additional income and access complimentary lunch through lunch time duties
- Occupational Health Service
- Occupational sick pay scheme
- Cycle to work scheme
- Free car park
- Onsite catering facilities with complimentary morning coffee shop
- Staff discount scheme (in partnership with Vivup) gives employees access to a huge range of discounts across the UK’s major retailers including supermarkets, technology, fashion, travel and much more!
- A long service award scheme

SIR JOHN THURSBY



COMMUNITY COLLEGE

STRATEGIC VISION AND VALUES

2025 - 2028

		AMBITION	To enable social mobility and to make a difference in the lives of our students.
		RESPECT	To enable our young people to become confident, resilient, informed, adaptable and caring members of society.
		BELONGING	To be a community-centred school, where all students achieve the academic success needed for further study and employment.

OUR STRATEGIC PRIORITIES "WE WILL"

1. Deliver a well-structured, knowledge-based and research-driven curriculum
2. Invest in the development of high literacy levels
3. Ensure that all students benefit from mixed-attainment teaching
4. Accurately assess to address gaps in learning
5. Achieve high standards of respectful behaviour
6. Invest in impactful and transformational leadership at all levels, taking the actions that make the biggest difference
7. Ensure we recruit, train and retain high-quality professionals

OUR VALUES

- We are **ambitious** for our students
- We **value and invest** in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are **known, valued and loved**
- Our families play a key role in supporting our students to be successful
- We ensure our curriculum includes opportunities outside the classroom
- All of us at SJT have the capacity to improve what we do

MEASURES OF OUR SUCCESS

- | | |
|------------------|--|
| AMBITION | We will have academic outcomes in the top 20% of schools and ensure all our students can access high-quality apprenticeships, degrees or training. |
| RESPECT | Our students will behave well, leading to teachers being able to deliver exciting and engaging lessons and experiences linked to our ambitious curriculum. We will maintain a commitment to well-being, workload, research and career progression for staff. |
| BELONGING | We will be characterised by how we treat, train and develop our people. Our team will be empowered to make a difference. |



Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2025 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313
www.sirjohnthursby.lancs.sch.uk