



Senior Inclusion Worker

Recruitment Pack



Nurturing Inclusive learning communities



CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital new post of Senior Inclusion Worker at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We currently have four academies (Ethos College, Reach Academy, Evolve Academy and Engage Academy) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust





HEADTEACHER WELCOME

Dear Applicant,

Reach Academy is a well-established pupil referral unit in Kirklees, specialising in supporting Key Stage 3 pupils with wide-ranging Social, Emotional and Mental Health (SEMH) needs.

At Reach Academy, we believe that all pupils deserve the opportunity to be supported to re-engage with learning and school life. We achieve this within a stimulating, safe and welcoming environment, where the curriculum is personalised to meet the differing needs and interests of all our pupils. Our staff pride themselves on offering a nurture-based approach and a high quality educational provision that supports pupils to achieve positive outcomes and become ready to move onto further success in their next educational setting.

We are committed to ensuring that our staff are fully equipped to deliver a personalised, aspirational offer that meets the needs of all pupils. We therefore have a comprehensive staff training programme to enable our team to continue to develop their knowledge, skills and practice, with a high focus on supporting all aspects of SEMH needs.

Thank you for your interest in working at Reach Academy. Visits to the school are always welcome, so please do not hesitate to contact the main office for further information.



Hannah Lord
Head Teacher, Reach Academy



TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



Leading

with integrity

- Championing honesty and transparency
- Building trusting relationships



Encouraging

freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



Thinking

innovatively

- Finding creative solutions
- Meeting individual needs



Improving

continuously

- Raising standards
- Developing strong and effective leaders



Celebrating

achievement

- Improving academic progress
- Enriching personal development

ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities



Ethos College provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



Evolve Academy is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Outreach Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.



WHY WORK FOR THE TRUST?

Ethos Academy Trust is based in West Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, TEACHER





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust eleven years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I am currently the Deputy SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, DEPUTY SENDCO - REACH ACADEMY



During my 6 years of employment within Ethos Academy Trust, I have been supported to access a number of professional development opportunities. I gained my PGCE over a 2-year period and, after securing a teaching role two years ago, I am now a middle leader within Ethos College and currently undertaking the NPQSL, in order to further enhance my leadership skills, understanding and practice

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, TEACHER - ETHOS COLLEGE





ADVERT FOR SENIOR INCLUSION WORKER

Senior Inclusion Worker, Reach Academy, Batley

Salary: £27,741 - £30,451 FTE (reduced to £23,994 - £26,338 in accordance with term time contract plus 5 days)

Grade: 9

Hours: 37 hours per week, permanent, term time only + 5 Inset days, permanent

About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our four academies (Ethos College, Reach Academy, Engage Academy and Evolve Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees and Wakefield Local Authorities.

Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint a Senior Inclusion Worker to join our passionate and hardworking team at Reach Academy. Reach Academy is rated as "Good" by Ofsted and is an Alternative Provision for Key Stage 3 pupils.

If you are looking for a new and rewarding challenge in education, you are committed and passionate then we look forward to hearing from you.

Closing date: Wednesday 2nd February 12 noon

Interview date: Tuesday 8th February

If you require further information please contact Matthew Long, Deputy Head Teacher at mlong@eat.uk.com.

All applications should be submitted via the Trust's recruitment portal at [Current Opportunities - Ethos Academy Trust \(eat.uk.com\)](https://eat.uk.com)



SENIOR INCLUSION WORKER JOB DESCRIPTION

Job title	Senior Inclusion Worker
Location	Reach Academy, Field Hill Centre, Batley Field Hill, Batley, WF17 0BQ
Hours	37 hours per week, Term Time plus 5 days, permanent
Reports to	Inclusion Manager/Group Lead Teacher
Staff responsible for	Support staff
Closing Date	Wednesday 2 nd February 12pm
Salary/Grade	Grade 9, £27,741 - £30,451 FTE (reduced to £23,994 - £26,388 in accordance with term time only plus 5 days)
Job Purpose	<p>The role of Senior Inclusion Worker will primarily focus on supporting pupils to access learning within their group, delivering lessons to pupils on a 1:1 basis as required, planning and delivering personalised interventions to develop pupils' social skills, support their integration into school and securing pupils' physical, social and emotional wellbeing, whilst raising their self-esteem and encouraging independence.</p> <p>The role will also involve working collaboratively with pupils, families, referring school staff, professional organisations and agencies across Kirklees to ensure their learning and SEMH needs are fully identified and supported, in line with the SEN Code of Practice.</p>

KEY OBJECTIVES AND ACCOUNTABILITIES

Main Duties

- Lead on the planning, delivery, monitoring and evaluating of personalised interventions to support individuals SEMH and learning needs;
- Lead and manage support staff within a group to ensure all staff are understanding of and undertaking of their role including the line management of Grade 7 inclusion workers;
- Support pupils to enable them to access first quality teaching in their group/class;
- Provide high quality classroom cover for the class teacher when needed;
- Support a pupils' integration into Reach Academy to ensure pupils receive a positive, high quality transition including the sharing of key information with all staff;
- Lead on positive, successful pupil re-integrations into mainstream schools/specialist provisions including the development and sharing of Re-integration Support Plan/Integration Support Plan to aid a seamless transition, liaising with Outreach staff as appropriate;
- Lead on the use of Boxall and Nurture principles within the class, supporting Grade 7 staff to complete assessments and working alongside the class teacher to develop action plans;
- Attend and, where necessary lead, Team around the Family, Child in Need and Child Protection meetings and complete corresponding paperwork, following necessary safeguarding procedures to ensure positive outcomes for pupils and their families;
- Liaise with the Pupil and Family Engagement Officer to secure high levels of attendance for all pupils;
- Organise external agency support including ChEWS, ESCAYP and Locala to ensure all physical and mental health needs are fully assessed and supported;
- Undertake the role of Deputy Designated Safeguarding Lead including the monitoring of safeguarding logs on CPOMS (MIS system) and taking any necessary action, in line with school policies and procedures;
- Lead on a whole school initiative in line with development plans, working with colleagues across the Trust to identify key priority areas and actions needed to achieve set targets;
- Update pupil records on SchoolPod and support colleagues to record accurate, objective reflections as needed;
- Participate in and assist in supervision of educational visits in conjunction with the teacher/line manager;
- Promote positive pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
- Carefully plan for the needs of individual pupils as stated on their My Support Plans and Educational Health and Care Plans to maximise progress towards their outcomes;
- Confidently model the use of de-escalation, positive handling and intervention, (as modelled through the Team Teach approach) in line with school policy and pupils' support plans;
- Contribute to plans, reviews and evaluations of pupils to support pupil progress and their re-integration to their next educational setting;
- Supervise and support pupils at break times, lunchtimes and extra-curricular activities, and travel to and from school as required;
- Develop trusting relationships with parents/carers, through regular contact, keeping parents informed of their pupils' progress and support identified needs;
- Work alongside external agencies and key professionals, such as Educational Psychologists, CAMHS, and Family Support Workers, to ensure pupils' needs are being met and key information is shared in a timely and effective manner;
- Adhere to the Academy's policies and ensure they are applied consistently;
- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.



Qualities and Knowledge

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision, aims and culture of Ethos Academy Trust;
- Attend meetings within the Trust and external events as required;
- Develop positive relationships and communicate effectively with other agencies/professionals;
- Complete necessary documentation, including the use of appropriate IT systems;
- Share expertise and skills with others;
- Participate in training and other learning activities and performance development as required;
- Recognise own strengths and areas of expertise and use these to advise and support colleagues;
- Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information;
- Work outside normal school hours on occasions.

General

- Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder;
- Carry out your duties with due regard to current and future Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Academy communications;
- As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is about everyone who may be vulnerable, including staff.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	GCSE Grade A-C (or equivalent) in English and Maths	E
	Training in specific school related MIS/behaviour/safeguarding IT systems.	E
	Understanding of child development, learning and nurture principles.	E
	Understanding and commitment to equal opportunities and diversity.	E
	Understanding of safeguarding issues and procedures.	E
	Recent experience and knowledge of supporting the learning of key stage 2/3 learners	E
	Designated Safeguarding Lead training.	D
	HLTA or equivalent qualification.	D
	Knowledge of the national curriculum applicable to Key Stage 3.	D
Relevant Experience	Experience of working in a primary/secondary school environment.	E
	Experience of supporting children / young people in a school environment with learning, social, emotional and mental health needs.	E
	Experience of assisting a classroom teacher in delivering the curriculum and interventions.	E
	Experience of planning and delivering learning and SEMH based interventions.	E
	Experience of working with families, other professionals and agencies to improve outcomes for children / young people.	E
	Experience of working collaboratively with other professionals and agencies.	E
	Experience of leading and managing staff including supervision support.	E
	Experience of attending/leading TAF meetings and providing challenge to external agencies where needed to ensure positive outcomes for pupils and their families.	E
	Ability to engage and work effectively with hard to reach parents and key family members.	E



Aptitudes, Skills and Competencies	Ability to manage workload effectively and meet deadlines.	E
	Ability to communicate effectively with pupils, staff, mainstream schools and other professionals.	E
	Ability to use IT based systems to keep accurate records and report data to senior leaders.	E
	Ability to relate to children/young people from diverse/social backgrounds.	E
	Ability to work as a team member.	E
	Resilience to work with children exhibiting challenging behaviours.	E
	Willingness to lead extra-curricular activities.	E
	Ability and willingness to drive the school minibus including undertaking a minibus driving test.	E
Any additional factors	Motivated to work with pupils with a wide range of learning, social, emotional and health needs.	E
	Emotional resilience in working with pupils who exhibit challenging behaviours.	E
	The post holder may be required to work outside of normal school hours on occasion, with due notice.	E
	Willingness to be flexible and adaptable, leading a team by modelling a positive, professional approach, in a variety of situations.	E
	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	E
	Commitment to ongoing personal training and development.	E
	Willingness to work off site with pupils and families.	E
	Willingness to work across Ethos Academy Trust in different Key Stages.	E
	Willingness to undergo an enhanced DBS check and sign up to the DBS service on an annual basis	E

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.





Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

GDPR

A copy of our Privacy Notice is available via our website.

www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ