



COUNDON
COURT

Student Services & Inclusion Lead Recruitment Pack





BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Chris Heal

Principal



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	STUDENT SERVICES & INCLUSION LEAD
OPPORTUNITY	We are seeking to appoint an excellent Student Services and Inclusion Lead to lead and coordinate the school's Student Services Centre, providing strategic oversight of daily operations to ensure all students receive timely and impactful support which allows them to flourish at Coundon Court.
REPORTING TO	Assistant Principal - Inclusion
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	<p>PAS Grade 7 £39,568 - £46,643 Full Time Equivalent £35,216 - £41,513 Pro Rata</p> <p>37 Hours / 40 weeks per annum</p> <p>Monday – Thursday: 8.00 am – 4.00 pm Friday: 8.00 am – 3.30 pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>



Job Description

Job Purpose:

The postholder will lead and coordinate the school's Student Services Centre, providing strategic oversight of daily operations to ensure all students receive timely and impactful support which allows them to flourish at Coundon Court. The successful candidate will have outstanding communication skills and experience of delivering and / or supporting effective inclusion within complex organisations.

Duties and responsibilities:

Core responsibilities

- Lead and coordinate the daily operation of Student Services, ensuring high-quality, consistent and student-centred provision across the school, including oversight of key systems such as entrance and exit protocols.
- Provide strategic oversight of behaviour, pastoral support, and inclusion within Student Services, using data (behaviour, attendance, safeguarding and interventions) to monitor impact and drive continuous improvement.
- Attend Immediate Action Group meetings with senior leaders and take responsibility for organising, facilitating, and reviewing plans for vulnerable students, including leading on implementation, tracking progress, and coordinating multi-agency support for complex cases.
- Act as a central point of liaison between Student Services, Year Teams, and the wider school community, ensuring strong communication, consistent pastoral approaches, and effective support for students and families.
- Build and maintain relationships with external providers and agencies, while acting as a key contact for parents/carers of vulnerable students where appropriate.
- Work as an integral member of the Inclusion Team, collaborating closely with the Assistant Principal for Inclusion (line manager), SENCo, Deputy SENCo, Attendance and Safeguarding Team to support whole-school inclusion, safeguarding, and behaviour priorities.
- Support and guide Student Services staff, contributing to high standards of practice, training, and development, while ensuring accurate record-keeping and compliance with statutory and safeguarding requirements.
- Quality assure and help design the delivery of CPD for pastoral leaders.
- Act as supervision for pastoral leaders.



Duties and responsibilities Continued:

Multi Agency Working

- Support the DSL in ensuring the school is effectively represented at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.
- Support the DSL in ensuring that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored.
- Support the co-ordination of the work of colleagues and external agencies, allocating resources and supporting so that the team(s) working with vulnerable students provide effective support.
- Understand the assessment process for providing early help and intervention.

Line Management

- Line manage the School's Inclusion Manager to ensure effective delivery of in school support interventions and the effective day-to-day running of Student Services.

Professional Development:

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date, including undertaking formal training where necessary.
- Be a professional role model, and understand and promote the aims and the values of the School.
- Be prepared to undertake such other duties as may reasonably be required by the Principal



▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level upper second or first class or equivalent experience Level 2 Working Together to Safeguard Children trained Full driving licence and own transport 	<ul style="list-style-type: none"> Level 3 safeguarding trained Prevent awareness trained (or must be undertaken prior to commencing) 	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Outstanding communication skills; both effective verbally and in writing. Able to adapt to the range of audiences and contacts associated with the role. High levels of discretion and sensitivity, understanding the need for confidentiality and appropriate sharing of information. Able to co-ordinate, motivate and develop colleagues. Able to work collaboratively and effectively as part of a team. Able to demonstrate positive leadership and to embed cultural change Proven ability to develop effective professional working relationships with stakeholders at all levels. 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONTINUED	<ul style="list-style-type: none"> • Able to keep detailed, secure and accurate records, and to manage information in accordance with the Data Protection Act and General Data Protection Regulations. • Competent in reviewing, measuring, monitoring and evaluating the effectiveness of safeguarding practice. • Able to plan for the efficient and effective use of available resources. • Able to effectively use ICT systems. • Can prioritise and work well under pressure; meeting deadlines and exercising attention to detail whilst managing high volume work. • Able to contribute towards the development and maintenance of policies and procedures. • A reflective practitioner who is both proactive and responsive. • Able to relate effectively to students, staff and parents. • Able to maintain own professional development, to research, implement and share best practice. • Able to work with external agencies and to manage and monitor referrals. • Able to deliver relevant and timely training and communications to stakeholders to secure their understanding and practice 		
EXPERIENCE	<ul style="list-style-type: none"> • At least 2 years' experience of delivering effective safeguarding whilst undertaking a welfare role within education • Of working with young people within a diverse environment • Experience of multi-agency working with young people and of communicating effectively with relevant agencies • Recent relevant in-service training in related current educational practice • Working with colleagues to develop and secure safeguarding practice • Building relationships with children and their parents • Deciding when to make referrals to a range of agencies and seeing them through • Reviewing, measuring, monitoring and evaluating the effectiveness of safeguarding practice 		Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
<p>KNOWLEDGE AND UNDERSTANDING</p>	<ul style="list-style-type: none"> • Expert knowledge of safeguarding and welfare, including comprehensive knowledge of Working Together to Safeguard Children and Keeping Children Safe in Education. • Of the responsibilities of schools and other agencies • The assessment process for providing early help and intervention • Of how Local Authorities conduct a child protection case conference and a child protection review conference • Expert knowledge of safeguarding and welfare, including comprehensive knowledge of Working Together to Safeguard Children and Keeping Children Safe in Education. • Of the responsibilities of schools and other agencies • The assessment process for providing early help and intervention • Of how Local Authorities conduct a child protection case conference and a child protection review conference • An understanding of the need for high academic outcomes to increase the life chances of all young people • Knowledge of how to promote and implement the principles of inclusion • Knowledge of initiatives at a national level and their impact on school development • Clear understanding of safeguarding children and evidence of recent training • Knowledge of school systems and structures • Relevant data protection legislation and regulations including the Data Protection Act and the General Data Protections Regulations • The importance of information sharing • The unique risks associated with online safety 		<p>Application Form Interview Test</p>

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:

12 June 2026

Interviews:

To Be Confirmed

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.