

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teacher of Inclusion	Location	Lynn Grove Academy
Salary	M1 £31,650 – UPS3 £51,048	Hours	32.5 hours, 39 weeks
Department	Teaching	Reports To	Vice Principal for Inclusion

JOB PURPOSE:

The Teacher of Inclusion will support pupils who have experienced disruption to their education, enabling them to re-engage with learning and successfully reintegrate into mainstream classrooms.

The role combines high-quality teaching with leadership responsibilities, including oversight of targeted provision and coordination of personalised learning pathways.

KEY RESPONSIBILITIES AND DUTIES:

Teaching and Learning

- Deliver high-quality teaching across inclusion settings, with a strong focus on Maths, English, and PSHE.
- Plan and deliver engaging, adaptive lessons that meet the needs of pupils who have experienced disrupted education.
- Support pupils in closing gaps in knowledge and skills to enable successful reintegration into mainstream lessons.
- Where required, teach within your subject specialism to support wider curriculum delivery.

Leadership of Catch-Up Provision ('The Grove')

- Lead and oversee 'The Grove' onsite learning provision for KS4 pupils.
- Provide structured support for pupils who have experienced lost learning due to absence, mental health challenges, or other pastoral needs.
- Create a supportive, nurturing, and purposeful learning environment that promotes engagement and progress.
- Monitor pupil progress and adapt provision to ensure maximum impact.

Inclusion Support Across the Academy

- Teach and support pupils within the Internal Exclusion Room and Inclusion Room.
- Work proactively to minimise lost learning during periods of internal exclusion or withdrawal from mainstream lessons.
- Facilitate reintegration by preparing pupils academically and emotionally to return to classrooms.

Pastoral and Family Engagement

- Build strong, positive relationships with pupils to support engagement and motivation.
- Work collaboratively with families to re-establish routines and improve attendance and engagement.
- Liaise effectively with pastoral teams, SEND staff, and external agencies where appropriate.

Coordination and Organisation

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- Coordinate aspects of individual pupil timetables to ensure appropriate curriculum access.
- Track pupil progress and provide regular updates to senior leaders and stakeholders.
- Support the development and evaluation of inclusion strategies within the academy.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Qualified Teacher Status.	
EXPERIENCE	• Proven experience of effective classroom teaching. • Some leadership or coordination experience within a school setting.	• Experience working with pupils in alternative provision, inclusion units, or pastoral settings. • Experience supporting pupils with SEMH needs.
KNOWLEDGE AND UNDERSTANDING	• Strong understanding of strategies to support pupils with barriers to learning.	• Ability to teach across core subjects (particularly Maths and/or English).
SKILLS AND PERSONAL ATTRIBUTES	• Ability to build positive relationships with young people and families. • Excellent organisational and communication skills. • Commitment to inclusion and improving outcomes for vulnerable learners.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

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.