

A photograph of three children sitting on a green, grass-like structure outdoors. On the left is a young girl with blonde hair in a ponytail, wearing a white shirt and a dark vest. In the middle is a girl with dark, curly hair wearing a light green jacket over a white shirt. On the right is a boy with short blonde hair wearing a white polo shirt with a gold crest on the chest. The background is a blurred green field with a blue fence. A large, faint, stylized 'D' logo is visible behind the text.

DISCOVERY

Multi Academy Trust

**Discovery Multi-Academy Trust
Application Pack
Trust Inclusion Lead**

Our Values

We will ensure that all children are able to thrive through quality learning experiences, ensuring their readiness for the next stage in their learning.

To achieve our vision, we will:

- ◇ Encourage all our children and staff to excel and collaborate with one another, to ensure the best outcomes and progress for all.
- ◇ Develop joyful learning communities that work together to improve standards and outcomes for our children, as part of a wider community.
- ◇ Ensure that we remain committed to the following values that underpin the way we work:



Democratic

We will provide a democratic place of learning in all our academies; one that embrace individuality, tolerance and an acceptance of each other



Inclusive

For all groups of children to have the support and access to be able to achieve as well as, or better than their peers



Excelling

Maintain consistently high expectations and outcomes across our academies, amongst staff, learners, parents and carers



Collaborative

Encourage all our children and staff to excel and collaborate with one another, to ensure the best outcomes and progress for all

Letter from the Board

Thank you for your interest in applying for the position of Trust Inclusion Lead within our Trust.

We are a small Multi-Academy Trust located in Plymouth, that was formed in 2016. We have three primary schools and a nurture provision that supports pupils from across the City, as well as providing outreach to schools and nurseries. Our central office is located at one of our schools in the north of the City.

Our Trust has a strong ethos and our core values of collaboration, inclusivity, democracy and ensuring all excel in what they do are fundamental to our work and culture. We are a thriving Trust, and our team ensures that we are able to deliver improving opportunities for our pupils and the communities we serve.

Financially the Trust is in a strong position, and the challenges of falling birth rates and cost of living increases have been managed well by the team. We have robust systems and processes that have been developed over time and continue to evolve as we embrace new ideas and approaches. We welcome curious, innovative colleagues who are passionate about continuing to develop our Trust further.

Our Board is comprised of a range of professionals who ensure that the strategic plan for the Trust is driven and developed. Our local governance for the schools provides challenge and support, ensuring that school-based priorities are met. There are well-established links across governance and the central office team, and this ensures clarity, consistency and focus on Trust improvement.

The Trust Inclusion Lead role is a non-teaching post which supports the inclusion priorities of the Trust, this gives the postholder the opportunity to research and develop Trust-wide initiatives as well as supporting colleagues across our schools.

As part of the Trust role there will also be a requirement to lead our Edison provision, a nurture provision commissioned by the Local Authority to support pupils, who may be at risk of exclusion from across the city. This is an exciting time for Edison as we expand the current excellent practise to include another centre, additional outreach and forest school support.

If you would like more information or an informal conversation please contact our HR lead, Kelly Mason k.mason@discoverymat.co.uk who will be happy to answer any questions you may have.

The deadline for applications is 12 noon on Thursday 28th March and the interview will take place on Tuesday 16th April. We will contact shortlisted candidates with further details after the closing date.

We look forward to receiving your application and wish you well in the process.

Yours Sincerely,

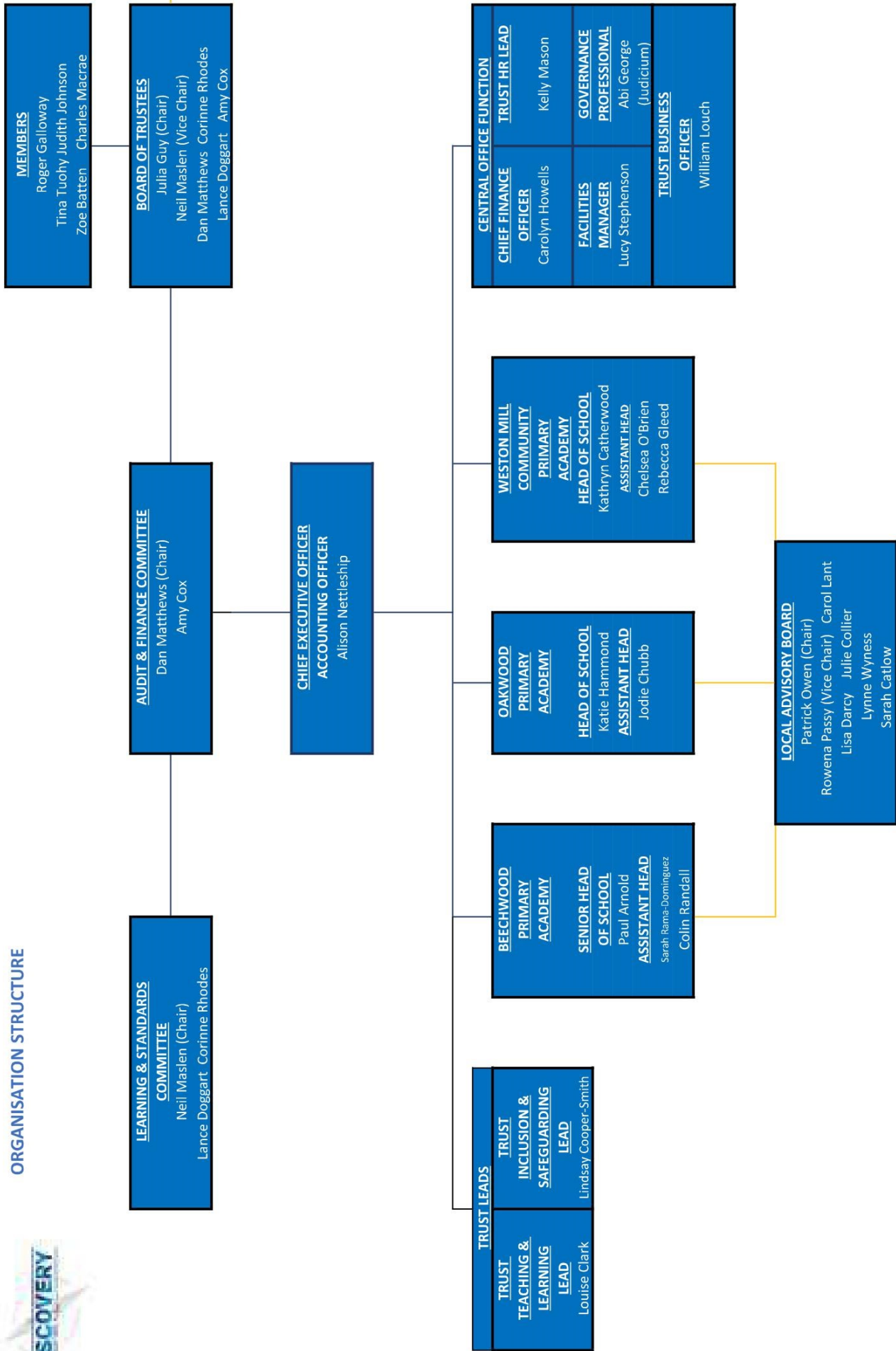


Julia Guy

Chair of the Board of Trustees



ORGANISATION STRUCTURE



ABOUT OUR TRUST

Our Trust currently comprises of three primary academies and one specialist nurture provision. We embrace the individuality of each of our academies, their pupils, staff and communities, but work collaboratively as a Trust to ensure the best possible learning opportunities for all of our pupils. This is reinforced by our shared leadership, experience and support network.

Beechwood Primary Academy

At Beechwood Primary Academy we believe in developing a child intellectually, creatively, emotional, physically, spiritually and morally. This takes place in the caring and supportive environment of an academy that is proud to be at the heart of the local and wider community, raising standards of attainment for all pupils. We aim for our children to be confident, happy and healthy individuals, successful learners and responsible citizens.



Weston Mill Community Primary Academy

At Weston Mill Community Primary Academy, we believe that excellence in education is an attainable goal. To reach the goal, we support high expectations and standards for our children, so that each child may reach their full potential. Excellence in education is a responsibility shared by all participants in the process: children, parents, teachers, administrators, LAB members and the local community. We aim to maintain an environment in which children are happy to explore and learn, where children and adults respect the views of others and ideas. We celebrate individuality and support children in developing their potential.



Oakwood Primary Academy

Oakwood Primary Academy strives to ensure that every pupil achieves their full potential and that all staff are committed to ensuring that this happens. Alongside our commitment to academic excellence, Oakwood is underpinned by our four core values of democracy, inclusion, collaboration and excellence. We consider these to be integral to our pupils' success and well-being. These values help us to install a love of learning and a commitment from all pupils and staff.



The Edison Centre

The Edison Centre is a nurture provision providing an alternative placement for children from Foundation Stage to Year 6, from schools across the city. Intensive provision is provided towards specific targets which enables pupils to succeed in mainstream education. Children attend the centre for



six weeks and learn through a therapeutic and thematic approach, centred around STEM. The Edison team provides a package of specialist support for the child and their family and works collaboratively with the child's own school setting to ensure smooth transition and progress towards targets.

GOVERNANCE & LEADERSHIP

The governance and leadership of the Trust work together to ensure that services and expertise are provided effectively to each of the academies.

Members

The members of the Trust are the 'guardians' of the governance of the Trust. They have a number of statutory rights and responsibilities that are set out in the Academy Trust's Articles of Association. They meet at least once a year and receive an annual report from the Trustees and the CEO on the Academy Trust's performance.

The Board of Trustees

The Board of Trustees have an active role in monitoring and determining strategy for all aspects of Discovery MATs performance. Our Trustees have a wide range of experience and skills, both within and outside of the education sector, which allow them to govern the Trust to a high standard. They are responsible for ensuring that our academies are effective.

The Local Advisory Board

The Trust has a central Local Advisory Board (LAB) which operates across all three of our academies, allowing the LAB to have greater scope for comparison, challenge and enabling effective sharing of good practice at school level. The LAB review and monitor our academies to ensure the best outcomes for all of our children.

The Senior Leadership Teams

Our Senior Leadership team is made up of the CEO, Heads of School, Trust Safeguarding & Inclusion Lead and Trust Teaching and Learning Lead. The team ensures that every pupil can thrive in a supportive and inclusive environment and that they are able to access learning opportunities in order to prepare them for their next stages in life.

WORKING WITH US

At Discovery Multi-Academy Trust we appreciate the work our staff do in supporting our pupils, both academically and emotionally, which allows our academies to run smoothly and supports them to be successful. The Trust wishes to attract people who enjoy working in an exciting and dynamic environment, with the aim to support our pupils in order for them to be able to thrive.

We can offer you, as future employees, many benefits including expert support and guidance, an inclusive working environment, the opportunity to collaborate and form working parties focusing on key areas of research and improvement with the Trust, the opportunity to work with outside agencies and other professionals, a commitment to professional development and support from experienced colleagues - including coaching.

Induction

When you join us, you will receive a comprehensive induction to the Trust and to your individual school. This will include information about our systems and processes, safeguarding, teaching and learning and our trauma informed approach.

Commitment to Professional Development

Establishing a strong professional development culture is a priority within the Trust and fundamental in supporting our vision in order to elevate the quality of teaching and learning and therefore ultimately improve pupil outcomes. Planned Professional Development opportunities are provided internally, within each of the schools, and collectively across the MAT through a Layered Professional Development Model.

In addition to the Professional Development Model, staff are also supported through a yearly Individual Professional Development Plan, which links to CPD, and ensures that all members of staff are supported to develop the knowledge, skills and understanding which are needed to carry out their roles effectively. The Trust also provides a Professional Development Scheme, which provides financial sponsorship for staff who wish to undertake further qualifications.

Staff are also able to access information regarding job roles and career advancement available within the MAT, through Professional Development Career Pathways. These pathways provide clear advice and direction for all levels of career progression.

Recruitment & Retention

We understand that the wellbeing and commitment of our staff determines our capacity to develop and improve. We are dedicated to supporting our staff and follow a national programme of support for our Early Career Teachers (ECTs). We also encourage our staff to engage in undertaking professional qualifications, including NPQs, HLTA and SENCO qualifications.

Well-being

In order to prioritise the mental health and wellbeing of pupils we strive to promote and support the mental health and wellbeing of our staff. As a Trust we ensure that we encourage positive mental health within our schools, this includes; staff recognition boards, planned well-being days, nominated staff reward days, counselling support, staff supervision sessions, the Trust also provides free refreshments at all staff. Whilst all staff have a responsibility to promote positive mental health, we also have mental Health Leads in each of our schools. We have a varied range of job roles across our Trust from teaching, support, administration and central functions. If you have the passion and commitment to support our pupils, and a desire to make a difference, then we would like to hear from you.

Working in the South West

One of the best things about working in the South West is the opportunity to work and make a real difference to one of the most beautiful parts of the country. Devon is one of the largest counties in the UK, and the only one to have two coastlines. It has a wonderful variety of landscapes and activities to enjoy, and has good transport links to the rest of the country. By working in Plymouth, you will be supported to make a real difference to the beautiful and vibrant county of Devon.



In Devon we are lucky to have two of the country's 15 National Parks. Dartmoor, with its high granite tors, ancient settlements and myths and legends makes up a sizeable part of South Devon, and in the north-east Exmoor rolls down to the coast before continuing into Somerset. Devon has a great variety of countryside, with rivers, hill ranges and forest. This makes the county a great spot for walking, mountain biking, wildlife watching and all kinds of outdoor activities.



Devon has good transport links with the rest of the country. There are major rail stations in Plymouth and Exeter, with trains that can reach London within two-and-a-half hours. There are also connecting trains to the North of the county running from Exeter to Barnstaple.

The M5 Motorway runs to Exeter, and the Devon Expressway and North Devon Link Road provide excellent connections to the rest of the county.

Devon is also served by Exeter Airport, recently voted the happiest in the UK, and has ferry links to the continent from Plymouth.



TRUST INCLUSION LEAD

Post title: Trust Inclusion Lead

Responsible to: CEO

Grade: Leadership Scale 4 - 8

The position is subject to the conditions of employment contained in the Teachers' Pay and Conditions document, the Education Reform Act 1988, and other current educational and employment legislation. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

JOB PURPOSE

The post-holder is responsible for providing strategic leadership for all aspects of inclusion (for all) across the Trust. Creating a culture of constant improvement, the post-holder will be committed to the highest achievement for all - including the most vulnerable.

KEY ROLE ACROSS THE TRUST

- With the leadership team and under the guidance of the Chief Executive Officer, develop the shared vision and strategic plan for Discovery MAT, which is responsive to the communities they serve. At the core of this should be the educational and personal development of all pupils, including those with SEND, the disadvantaged, Gifted and Talented, EAL and other additional needs.
- Provide Trust-wide leadership in specialist areas relating to inclusion alongside the school INCOs e.g. school improvement, nurture provision, SEND and disadvantaged, data and assessment.
- Provide management for the Edison provision ensuring that all performance indicators are met.
- Work with the Trust Leadership Team and HOS to secure robust self-evaluation and quality assurance procedures, particularly around the quality of education for vulnerable groups and Behaviour.
- Participate in Trust-wide activities to share best practice, actively contribute to the development of Trust strategies and policies and promote the Trust in a local and national context.
- With the INCO's create and implement a strategic plan for inclusion, which identifies key contextual priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.
- Identify best practice locally, regionally, nationally, and internationally to further improve the inclusive practice of Discovery MAT and Edison.
- Ensure that effective and appropriate pastoral support is available to all pupils. Monitor and develop provision across sites.
- Develop an inclusive and supportive approach so that each Discovery School is a place where all young people and the wider school community feel welcome and thrive.
- Ensure a high standard of professional development and support for staff and for self.

- Motivate and enable pastoral/SEN staff to carry out their respective roles to the highest standard, through high quality learning and development based on assessment of needs and identified through the appraisal process.
- Keep abreast of educational developments within inclusion and best management practice in order to introduce appropriate innovation.
- Establish collaborative and open relationships with all stakeholders.
- Oversee the implementation of relevant policies and procedures ensuring consistent application.
- Develop and maintain the inclusive ethos of Discovery MAT so that it is intrinsic and permeates all aspects of the Trust, its schools and their curriculum.
- Develop strong, positive relationships with colleagues in the Trust, and contribute to collaborative work across schools and support.

LEADERSHIP AND MANAGEMENT

- To assist the CEO in shaping a vision and direction for the school, setting out very high expectations and with a clear focus of pupil achievement
- As part of the leadership team, to play a key role in setting aims and objectives for the school and in formulating the school improvement plan along with LAB and other staff
- To support the monitoring and evaluation of school provision as laid down in the school improvement plan, and in agreement with the Head of School
- To inspire, motivate and positively influence staff and pupils, taking a leading role in maintaining the highest standards, teaching, learning and pupil discipline
- To support and develop SEMH provision and the methods of Trauma Informed Practice within our settings, including the Edison Centre
- To be an excellent role model for all members of staff and for pupils in all aspects of school life
- To be an exemplar of all school policies and practices
- To actively promote the aims of the school
- To offer guidance and support to colleagues where appropriate
- To provide effective leadership and management to teams of staff, when required, by the Head of School
- To contribute to the MAT's CPD programme including delivering inset and working with individual and teams
- As part of the Trust Leadership Team to assist in Trust self-review and evaluation and in the effective planning and management of resources to secure improvement
- To provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning
- To take a supporting role in the implementation of the schools performance management policy, to secure school improvement and individual professional development
- To participate in recruitment and selection as agreed with the Head of School
- To actively promote the inclusive ethos of Discovery MAT, involving parents, carers and community in creating and maintaining a school climate that is supportive of staff, pupils and parents
- To promote and enhance the schools good name and reputation through effective professional conduct

TEACHING AND LEARNING

- To carry out teaching duties including the Edison Centre in accordance with the teachers' job description, as a model of excellence for colleagues
- To provide leadership and support for colleagues with regard to teaching and learning and the curriculum including;
- Supporting the planning and delivery of the curriculum across the school
- Supporting team leaders the subject leaders in developing their role, in particular in relation to raising standards
- Supporting teams and individuals where required with short term planning
- Supporting staff in the use of assessment information to inform teaching and learning so that all pupils make good progress and meet National aged related expectations
- Provide in class support to staff where appropriate
- To undertake a lead role in maintaining a high standard of pupils behaviour and discipline within the framework of the school policy and supporting other staff as necessary
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour

S.L.T RESPONSIBILITIES

- To attend meetings in accordance with school practice and lead such meetings as required
- To take whole school assemblies and support other staff with assemblies
- To prepare and present reports, as required by the Board, LA officers, parents, or outside agencies

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the schools objectives in service delivery by;

- Enactment of Health and Safety requirement and initiatives as directed
- Ensuring compliance with data protection legislation
- At all times operating within the schools equal opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate; and
- Contributing to the maintenance of a caring and stimulating environment for pupils
- Commitment to the Trust's Behaviour Expectations and model these at all times

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> * Educated to Degree Level * Experience of teaching in a range of settings * Leadership experience * Previous experience of supporting SEND and working with children * Experience of affecting change across a school * Working towards or gained SEN Qualification 	<ul style="list-style-type: none"> * NPQ Level Qualification * Experience of working in a range of schools * Trauma Informed Schools UK Diploma * Thrive training
Communication	<ul style="list-style-type: none"> * Excellent oral and written communication skills * Ability to respond quickly and effectively to issues that arise * Ability to build effective working relationships with all stakeholders * Approachable * Ability to challenge 	<ul style="list-style-type: none"> * Experience of preparing and delivering presentations to a range of audiences * Evidence of ability to facilitate change management to deliver results
Personal Attributes	<ul style="list-style-type: none"> * Diligent and reliable with excellent attendance and punctuality * Prepared to undertake training to further enhance your own professional development * Participate to develop change * Act at all times with integrity, honesty, empathy, loyalty and fairness * Excellent attention to details * Resilient * Proactive * Organised, ability to multi-task * Networker – understand the importance of wider profile and use of media to support this 	<ul style="list-style-type: none"> * Forward thinking * Use initiative * Creative * Strategic thinker * Wide thinking and a curious disposition

How to Apply

If you would like an informal discussion about this role, please email k.mason@discoverymat.co.uk using the Subject Heading: 'CFO—Informal Discussion Request' and include your contact number in the main body. Alison Nettleship, Chief Executive Officer, will contact you.

Please send completed application forms to Kelly Mason, Trust HR Lead, at k.mason@discoverymat.co.uk or by post to:

Kelly Mason

Discovery Multi-Academy Trust

c/o Beechwood Primary Academy

31 Rockfield Avenue

Southway

Plymouth

PL6 6DX

Application closing date: 9am on Monday 25th March 2024

Interview: Thursday 25th March 2024



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Multi Academy Trust

Discovery Multi-Academy Trust, c/o Beechwood Primary School, 31 Rockfield Avenue, Southway,
Plymouth, PL6 6DX