



BLACKDOWN  
EDUCATION  
PARTNERSHIP



BELIEF IN EVERY CHILD



## **WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP**

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





Dear Applicant

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 4 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint an **Inclusion Manager** at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from teachers at any stage of their career. You will join a team who are absolutely focused on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews  
Headteacher

# The Opportunity



## **COURT FIELDS SCHOOL**

Mantle Street, Wellington, TA21 8SW

### **Inclusion Manager**

**Full time, permanent**

**Grade 12 (£26,421 to £29,777)**

**Actual starting salary £22,625**

**37 hours per week, 39 weeks per year (term time plus all 8 Inset days)**

As part of our ongoing school improvement strategy, and due to our increasing student numbers with our Year 7 cohort for September 2024 being significantly oversubscribed, we are looking to expand our staff team at Court Fields School. We are seeking to appoint an exceptional and inspiring Inclusion Manager at this exciting time.

The Inclusion Manager will be responsible for assisting students who are experiencing difficulties with their learning or regulation, which may be affecting their attitude to learning or ability to be resilient learners. They will work with a range of stakeholders, including teachers, parents and external agencies, to provide support and interventions to help students overcome barriers to their learning and achieve their potential.

What you can expect from us:

- Fabulous students who are motivated, interested and keen to learn
- A trusting partnership with supportive parents
- An outstanding ethos where students achieve, belong and participate
- A comprehensive induction process, tailored to your role and previous experience
- A structured programme of targeted, whole school or bespoke personal development
- A high quality curriculum, developed across the Trust, with a commitment to school improvement
- A range of development opportunities for career progression within the Trust
- Opportunities to work with and in other schools
- Friendship, support and interaction with a vibrant, caring staff team with a commitment to improving children's lives
- Strong leadership, a culture of high expectation and clarity of strategic school development
- The chance to be a part of a sustainable project with a focus on high quality education, ambition for every child and supportive staff.

**CV's are not accepted, please complete the application form in full.**

**Closing date for applications: 9am Thursday 10th October 2024**

**Provisional Interview date: week commencing Monday 14th October 2024**

**INTERVIEWS WILL BE HELD IMMEDIATELY FOR THE RIGHT CANDIDATE SO EARLY APPLICATION IS ADVISED**

# Job Description



<b>Job Title:</b>	Inclusion Manager
<b>Location:</b>	Court Fields School
<b>Responsible to:</b>	Assistant Headteacher for Behaviour & Attitudes
<b>Salary Grade:</b>	Grade 12 (£26,421 to £29,777) Actual starting salary £22,625
<b>Hours:</b>	37 hours per week, 39 weeks per year

## **Main Purpose of Job:**

The Inclusion Manager will be responsible for supporting students who are experiencing difficulties with their behaviour or learning in the secondary school setting. They will work with a range of stakeholders, including teachers, parents and external agencies to provide support and interventions to help students overcome barriers to their learning and achieve their potential.

## **Key responsibilities:**

**Behaviour Management:** Manage the behaviour of students who have been withdrawn from lessons, ensuring they are supervised and supported in a constructive manner. This includes liaising with teaching staff to understand the reasons for the withdrawal and identifying strategies to manage the behaviour of the student in question.

**Provision of Work:** Provide work for students to complete while they are withdrawn from lessons. This may include developing individual learning plans, setting work for students to complete independently or providing one-to-one support where necessary.

**Support with regulation:** Help students to regulate their behaviour and emotions by providing strategies and techniques that will enable them to manage their feeling and responses to difficult situations. This includes working closely with other professionals, such as counsellors or therapists, to provide a holistic approach to student support.

**Interventions:** To assess the needs of students and use details knowledge and specialist skills to tailor provision to support the individual needs of students withdrawn, considering any behaviour or SEN passports in place. To maintain records of all interventions and to take responsibility for the record keeping regarding students withdrawn from lessons.

**Progress:** Plan, prepare and deliver learning to individuals or groups of students in the withdrawal room, liaising with the normal teacher, so that students' learning continues to progress whilst withdrawn and then facilitate their reintegration. Be responsible for the withdrawal room. Support the monitoring and evaluation of student progress. To liaise with the Heads of Year for students that have been referred to the withdrawal room. Manage the supervision of students following a different timetable. Liaise with teachers to support progress in subjects the students have been withdrawn from.

**Liaison with Stakeholders:** Build positive relationships with parents, external agencies and other professional to ensure that students receive the support they need to achieve their potential. This includes communicating regularly with parents about their child's progress and working closely with external agencies to ensure that students receive the most appropriate support. Provide advice to parents/carers of students withdrawn.

**Data Management:** Ensure that accurate and up-to-date records are kept on all students who are withdrawn from lessons. This includes monitoring progress, identifying areas for development and ensuring that all relevant stakeholders are kept informed of progress and achievements.

**Other areas:** Work with staff to produce and implement whole school plans, initiatives, strategies and policies to improve student behaviour.

To provide cover for other areas within the Pastoral Team as appropriate.

Provide supervision at the end of the school day when required, as students leave school.

Any other duties and responsibilities in line with this post as directed by senior staff.

### **Knowledge, Skills & Experience**

- Qualifications and experience in Education, Psychology, Health or a related field
- Previous experience working in a similar role in a secondary school setting or in associated fields, e.g. Youth Work, Probation, Health etc.
- Excellent interpersonal and communication skills
- Ability to build positive relationships with a range of stakeholders
- Knowledge of strategies for managing challenging behaviour and promoting positive mental health
- Ability to work independently and as part of a team
- Excellent organisational and time management skills
- Flexibility and adaptability to changing circumstances
- This is a full time position that requires a flexible approach to working hours. The successful candidate will be expected to work closely with teaching staff, parents and external agencies to provide the best possible support to students.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Inclusion Manager is able to identify his/her own personal and professional development needs and be able to set and achieve his/her own professional objectives within a supportive school environment.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that an Inclusion Manager would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

**This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate.**

**INTERVIEWS WILL BE HELD IMMEDIATELY FOR THE RIGHT CANDIDATE SO EARLY APPLICATION IS ADVISED**

# Person Specification



Criteria	Essential	Desirable
Level 4 or equivalent / higher qualification in education or a related field	✓	
Good interpersonal and communication skills	✓	
Flexibility and reliability	✓	
An ability to work as a member of a team	✓	
Initiative and an ability to work independently	✓	
Calm disposition	✓	
Excellent attendance and punctuality record	✓	
Experience of working in a school environment		✓
Current and best practice knowledge in supporting students' behaviour, welfare, and learning		✓
Up to date knowledge of the Data Protection Act and Safeguarding Legislation		✓
Experience of working with young people and a genuine liking for them		✓
An understanding of the problems which young people face		✓
An ability to work in a firm but fair way with students		✓
An ability to maintain an appropriate level of confidentiality		✓
Good knowledge of Microsoft Office		✓
A good working knowledge of the external agencies that would be encountered by the Pastoral Team. For example, CAHMS, Educational Psychologist Service, Clinical Psychologist Service, Connect, Connexions, Police etc.		✓



# We believe in the potential of every child

## OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.



# Our Schools



UFFCULME PRIMARY SCHOOL



West Country  
Training School Alliance





## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



