

Abbey Grange C of E Academy

# Recruitment Application Pack

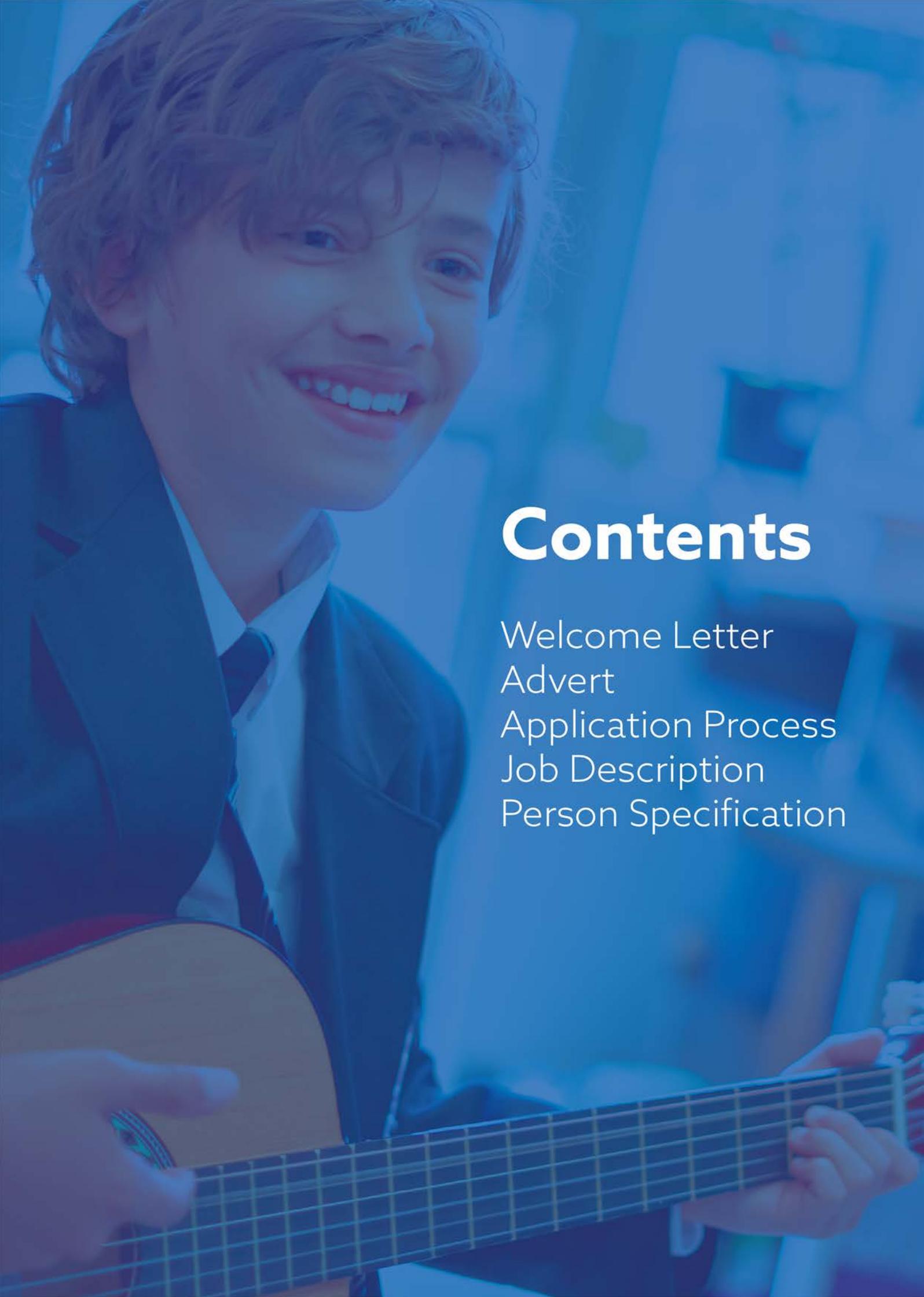
## Inclusion Manager

### AGA 135



A member of





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# Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

## *To work in partnership to Educate, Nurture & Empower*

*Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.*

*We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.*

*If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.*

*We look forward to meeting you and reading your application.*



**Helen Pratten & Catherine Garrett**  
Co-Chief Executive Officers

*Abbey Grange has given me  
the tools to dream big  
and believe that I can  
achieve anything in life.*

*Student*



Abbey Grange C of E Academy  
Butcher Hill, Leeds, LS16 5EA

## Inclusion Manager

Salary: C1 Point 12 to 17 (37hours a week, Term Time Only plus 10 days)  
Actual Salary - £19,463 - £21,488

Reference: AGA 135

**To start:** ASAP

Abbey Grange is a thriving, highly successful and over-subscribed 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. Our students come from all over the city to receive an education in which we all work together to challenge them academically, support them pastorally and help them develop socially and spiritually. Abbey Grange is part of the Abbey Multi Academy Trust.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower' and we are well on our way to achieving this. Ofsted graded us a 'good' school in February 2017 and we celebrated our GCSE results in 2019 with 72% of our students achieving 9-4 in English and Maths, and an above average Progress 8 score of +0.26. *(Verified from last external exam data set)*

We would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

In this role you will be responsible for the co-ordination of the Academy's internal inclusion room. You will manage the day to day running of isolation (RFI) ensuring that students are effectively supervised and that high standards of behaviour are achieved. You will also be responsible for co-ordinating and managing the administration relating to inclusion and behaviour

Candidates who have the motivation to work with a vibrant team and the passion to work with children in a supportive and rapidly evolving environment, are encouraged to apply.

The successful candidate will be required to work 37hours a week term time only plus 10 days and must be available to work until 4pm daily, therefore the salary has been pro-rata'd. There may be a requirement to work outside of the designated hours and off Academy premises as required. We are able to offer staff a secure and supportive environment with continuous professional development.



This is a genuinely exciting time to join our Academy. If you are looking to join an Academy with happy positive and polite students and staff, then we want to hear from you.

Abbey Grange C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check.

## Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.



The closing date for applications is **Monday 1<sup>st</sup> November at 8am**

To apply please download recruitment pack and email completed application form to:

Recruitment Team [Recruitment@abbeygrangeacademy.co.uk](mailto:Recruitment@abbeygrangeacademy.co.uk)

Interview date: Interview will be held shortly after the closing date.

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 2757877.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact us at [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

<b>Job title:</b>	Inclusion Manager
<b>Salary Scale:</b>	C1 12 - 17
<b>Reporting to:</b>	Assistant Principal: Care and Conduct

**Overall purpose of the post:**

To be responsible for the co-ordination of the Academy's internal inclusion room.

**Key Responsibilities:**

- To co-ordinate and supervise the internal inclusion room.
- To manage the day to day running of isolation (RFI) ensuring that students are effectively supervised and that high standards of behaviour are achieved.
- To co-ordinate and manage the administration relating to inclusion and behaviour.
- To maintain appropriate standards of behaviour in the room in accordance with the Academy policy.
- To liaise with the Pastoral team and SLT regarding referrals to the inclusion room.
- To communicate to staff the daily isolation (RFI) register.
- To develop restorative practices with the students in inclusion to ensure they are aware of the mistakes they have made and how they can prevent them from recurring.
- To develop additional programmes of work for students to complete during isolation, and also in RFI, in liaison with subject leaders so that student learning is maximised.
- To complete exit questionnaires with students, complete the appropriate records and communicate with staff.
- To provide feedback and encouragement to students in relation to their progress whilst in isolation.
- To maintain a record of discussions with students, reporting to the relevant member of staff.
- To communicate with staff and the attendance team, the daily register for inclusion.
- To provide statistical reports each half term, analysing referrals to inclusion.
- To liaise with subject leaders for programmes of work for students to complete in inclusion.
- To challenge and motivate students to promote and reinforce high levels of self-esteem.
- To develop the environment of inclusion to promote high expectations and achievement.
- To manage the upkeep of the room including signage and ensure that the isolation room is effectively resourced, stocked and maintained.
- To liaise with parents/carers where deemed appropriate to reinforce behaviour expectations of the school.

- To maintain appropriate records on SIMs and report to the relevant staff.
- To attend meetings specific to isolation and behaviour management strategies and contribute to improving systems and procedures eg appropriateness of work set, amendments to procedures, improvements to learning environment and engagement of students.
- To work on improving student behaviour through:
  - Providing support for individual and small groups of students
  - Participating in appropriate professional development as provided by the Academy/Trust or external providers
  - Participating in performance management
- To ensure that most pupils make good progress and achieve well by:
  - Ensuring that the individual needs of pupils are well catered for
  - Assisting in ensuring the level of challenge set for pupils is realistic and pupils are productive
- To inform the appropriate person immediately of any Health and Safety or Child Protection concerns.
- To implement all Academy policies.
- ensure comprehensive filling of documents in line with GDPR" (i.e. all the exit questionnaires, reflection documents etc)

#### **General Duties:**

- To safeguard and promote the welfare of young people.
- To accept personal responsibility for supporting the Christian and general ethos, atmosphere and progress of the Academy.
- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.
- To take part in appropriate meetings and events with colleagues, parents/carers and governors.
- To continually seek to develop service improvements.
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the Academy or as developed as an outcome of your performance management.
- To undertake administrative duties as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person.
- To undertake any professional duties reasonably delegated by the Principal.

#### **Note:**

RFI: Room for Improvement

*This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main*

*expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs/Executive Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the National Joint Council Pay and Conditions of Service document which is published annually.*

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEOs/Executive Principal.

Name (Please Print):

Signature:

Date:

Qualifications		Essential			Desirable		
1	Recent, relevant professional learning and development.	A	R				
2	Completion of, or working towards, additional professional qualifications relevant to this post.				A	R	I
Professional knowledge, skills and abilities		Essential			Desirable		
1	Evidence of high expectations which inspire, motivate and support students.	A	R	I			
2	Knowledge and understanding of diverse range of potential barriers to learning, how to identify and address such issues.	A	R	I			
3	Ability to lead, motivate and develop effective team working between students and staff to ensure common goals are met.	A	R	I			
4	Knowledge of and ability to implement positive behaviour systems and procedures.	A	R	I			
5	Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	A	R	I			
6	Ability to communicate confidently and effectively with students, staff, parents/carers and relevant external agencies.	A	R	I			
7	Understanding and practical experience of safeguarding policies and procedures to ensure students' well-being, in accordance with statutory provisions and policies.	A	R				
8	Knowledge of the wider educational context and national accountability frameworks				A	R	
9	Confident in the use of ICT to maintain accurate student records and communicate information effectively to others.	A		I			
10	Relevant training in place to become a designated safeguarding officer	A	R	I			
11	Ability and willingness to train as first aider				A		I
Experience		Essential			Desirable		
1	Significant experience of working in a similar role within a school/academy setting.	A	R	I			
2	Substantial expertise in initiating and maintaining successful working relationships with students, teaching and nonteaching staff, parents/carers and relevant agencies.	A	R	I			
3	Proven record of successful delivery of support to students to overcome barriers to learning both at a strategic and operational level resulting in improved outcomes and progression for students.	A	R	I			
Professional Attributes, Qualities and Values		Essential			Desirable		
1	An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students.	A	R	I			
2	Ability to reflect critically, and respond to student and academy needs.	A	R	I			
3	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour.	A	R	I			
4	Ability to articulate, communicate and support the ethos and values of Abbey Grange.			I			

5	Enabling the highest levels of student achievement through translating vision, ethos and values into practice			I			
6	Excellent interpersonal, written and oral communication skills.	A		I			
	Be resourceful and think creatively in order to anticipate and problem solve.	A		I			
	Prioritise, plan and organise self and others across the wide range of responsibilities.			I			
	Inspire, challenge, motivate students and staff towards a shared vision.		R	I			
	Foster an open, fair and equitable culture, managing conflict where necessary.		R	I			
	Support for the Christian ethos of the Academy.	A		I			
	A willingness to play a full part in Academy life and activities outside the classroom.	A		I			

**The criteria will be evidenced as indicated below:**

- 'A' refers to the candidate's Application form and covering letter
- 'I' to interview
- 'R' to reference

Candidates should address at least all items marked 'A'  
 Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.



**Abbey Grange C of E Academy**

Butcher Hill

Leeds

LS16 5EA

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**Fax:** 0113 275 4784

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**Email:** [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk)

**Abbey Multi Academy Trust**

c/o Chapter House

Abbey Grange C of E Academy

Butcher Hill

Leeds

LS16 5EA

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**Registered Company Number:** 07705552

