



**Inclusion Leader
Band SO1 (SCP 29-31)**

Required for 1 September 2018

Recruitment Information Pack
Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

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June 2018

Dear Colleague

Inclusion Leader

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with year 7 students, working up to five year groups in 2019.

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There will be a strong emphasis on relationships between staff, students and parents; the Learning Guide will be the first point of contact with the family. The Christian ethos of the academy will support and encourage students and staff to explore their own and other faiths and develop their spiritual awareness. This will be integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

The appointment will be effective as soon as possible. I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

Wendy Adeniji
Head of School, Bradford Forster Academy

Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.
- Establishing an outstanding Academy (Ofsted Grade 1) within 3 years of opening.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

Application Process

The closing date for all applications is **9am on 18th June 2018**.

Completed applications must be returned to Louise Wood at Bradford Forster Academy ideally by email to: l.wood@bradfordforsteracademy.co.uk

Postal applications should be returned to Louise Wood, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 019501.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

As of September 2017, the Trust has Academy orders to support 14 Church and non- Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and ten primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

Job Description

Post title:	Inclusion Leader
Salary:	Band SO1, SCP 29-SCP31 (Actual Salary £22,525-£24,015)
Hours:	35 hours per week – Term Time plus 5 days
Responsible to:	Assistant Principal – Student Support

Purpose of Role:

- To be responsible for the progress of the students who have supported provision within The Hub
- Effectively support students with a wide range of educational needs in accessing a broad, balanced and individualised curriculum

Main duties:

- To work with students, staff and parents/carers to deliver progress in line with and exceeding individual expectations
- To track student progress across the key stages; identifying any additional support and intervention needed by individual students
- To prepare and deliver engaging activities that support students in securing appropriate outcomes
- Be responsible for communicating with parents/carers regarding student progress and their individualised curriculum
- To collaborate with other leaders within the academy to review, monitor and update individual pathways
- To produce termly action plans – with guidance from Curriculum Leaders and the Assistant Principal (student support) – that highlight actions and expected impact

Responsibilities:

Strategic Development of The Hub

- Lead The Hub provision to deliver successful outcomes for all
- Develop and implement, in conjunction with the Assistant Principal (student support), The Hub's development strategy for improving the quality of provision for individual students and the progress that they make
- Lead the day to day operation of The Hub, ensuring that the needs of all students are met and that students make at least good progress
- Have responsibility for The Hub's budget; ensuring it is used to support students with their individual needs
- Work with the Vice Principal (curriculum) to develop and adapt the curriculum to meet the needs of the students
- Ensure that all support provision is monitored and evaluated to ensure maximum impact for the students' concerned

- Establish and analyse curriculum starting positions for students as and when they join The Hub

Other Specific Duties:

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities
- To contribute to the overall ethos and aims of the academy
- To participate in professional and personal development programmes as required, including training and performance review
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
- To be aware of, and comply with all academy policies and procedures including health & safety, security, confidentiality, equality and data protection, reporting all concerns to an appropriate member of Senior Leadership Team
- To appreciate and support the work of other professionals
- To undertake any other duties commensurate with the grade of the post

Any Special Conditions of Service:

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the Head of School. The academy operates a strictly no smoking policy.

Job Description Review Due: Summer Term 2019

Signed: _____

Date: _____

Line Manager: _____

Date: _____

Person Specification

Post Title: Inclusion Leader

Summary of post as outlined in attached Job Description

	Essential	Desirable	Evidence base
Qualifications	<p>5 A* - C GCSEs (including English and Maths)</p> <p>2 A levels, NVQ level 3 or equivalent experience</p>	<p>First degree or equivalent</p> <p>Further educational qualification</p> <p>First aid certificate</p>	<p>Application form</p> <p>Interview</p>
Experience	<p>At least two years' experience of working in a secondary school setting</p> <p>Experience of supporting young people and families from challenging communities</p>	<p>Experience of working in a learning support unit or pupil referral unit</p> <p>Working collaboratively with external agencies</p> <p>Planning and devising activities that meet the needs of a range of</p>	<p>Application form</p> <p>Interview</p>
Training	<p>Willingness to undertake training in relevant areas</p>		<p>Application form</p> <p>Interview</p>
Specialist knowledge and experience	<p>An understanding of a graduated approach to learning and development (assess, plan, do review)</p>	<p>Up to date knowledge of curriculum options and exam specifications</p>	<p>Application form</p> <p>Interview</p>

	<p>Understanding and addressing the individual needs of students</p> <p>Knowledge of the development of young people and their needs</p> <p>Excellent ICT skills including experience of Microsoft Office</p>	<p>Experience of responding to safeguarding concerns</p>	
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This person specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the person specification.

Inclusion Leader

35 hours per week – term time only plus 5 days (permanent)

Start Date: 1 September 2018

Salary: Band SO1 (SCP 29- SCP 31) £22,525 - £24,015 p.a. (Actual)

Bradford Forster Academy is a new 11-16 Church of England Secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1st September 2015 and now has 542 students on roll in years 7-9.

We are seeking to appoint an Inclusion Leader who will be pivotal in helping the academy to realise it's educational vision of inspiring young people to become outstanding and ambitious for themselves.

The successful candidate will:

- Understand the importance of providing individualised guidance and support contributes to pupil development and well being
- Be able to identify and meet the needs of a variety of different students
- Have overall responsibility for the outcomes of the students in their care – both academic and non-academic
- Maintain records/management information systems
- Contribute to the overall ethos and aims of the academy
- Establish productive working relationships with all stakeholders
- Be able to prioritise and remain calm under pressure

We can offer you:

- An attractive, very well resourced working environment.
- Effective and supportive colleagues.
- Opportunities for personal and professional development.

Closing Date: 9am Monday 18 June 2018

For full details, application form with information pack, please visit our website

<http://www.bradfordforsteracademy.co.uk/job-vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).

For full details, application form with job description and person specification, please visit our website

<http://www.bradfordforsteracademy.co.uk/Vacancies/>

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