

The Bridge Inclusion Hub



T h e B r i d g e

**Inclusion Hub Co-Ordinator
(Teacher with TLR 2 D (£6515 pending pay award))**

**A partnership arrangement between
St. Luke's Science and Sports College
St Peter's Church Of England Aided School
Queen Elizabeth's School
Ted Wragg Multi Academy Trust**

Exciting opportunity to join a new Inclusion Hub Programme

'The Bridge' is a dual hub, intervention unit committed to assisting our partnership schools to support their students to be successful and remain in mainstream education. We will provide intervention and support to enable our students to return to their 'home' school or transfer to another appropriate school within the partnership as both an early intervention tool and as a 'bridge' to transfer. Our aim is to achieve zero permanent exclusions across our partnership with every child having a successful transition to new or more appropriate provision.

The Inclusion Reintegration Hub will be based at West Exe School, offering support with their curriculum, health and wellbeing, and personal development; enabling students to gain the support and skills they require until a managed transfer is confirmed and is successful.

Our Therapeutic Support Hub will provide a more therapeutic approach through small groups and personalised intervention and will be based at Cranbrook Education Campus.

We are seeking applications from experienced practitioners who are ready to develop their knowledge and experience in pastoral support, removing barriers to learning and a therapeutic approach to education.

Suitable candidates will have a passion for inclusive education and share our ethos which provides the right opportunities and support to enable our students to remain in the best setting to support their needs, with access to the right level of educational progression.

We are offering Fixed Term opportunities in the first instance to enable our service to become established, at which point we hope to offer direct employment opportunities.

Inclusion Hub Co-Ordinator (Teacher with TLR 2 D (£6515 pending pay award))

This is an exciting opportunity initially from 1 January 2019 until 31 December 2019.

The post holder will be responsible for the day to day co-ordination, development and leadership of both Hubs. We are seeking a highly motivated, positive and capable leader, with a proven commitment to inclusive, innovative and inspiring teaching and leadership, where each and every child can succeed.

The successful applicant will have:

- A commitment to inclusive education and achievement for all;
- Excellent leadership, communication, interpersonal and organisational skills;
- A vision for the development of the Hub provision.

This is the perfect opportunity for a developing middle leader who is seeking experience of managing and developing their leadership skills, building on their experience of developing and delivering inclusive education.

Enquiries relating to this post should be directed to Aimee Mitchell, Headteacher by email: amitchell@iscaexeter.co.uk

Secondment opportunities are available.

Applications should be submitted by application form to HR@tedwraggtrust.co.uk and include a personal statement of no more than one side of A4 stating how the essential criteria are met. All applications must be submitted by **12 noon on 19 October 2018**.

Job Description

Job Title:	Inclusion Hub Co-ordinator
Location:	West Exe School/Cranbrook Education Campus
Responsible To:	Inclusion Hub Lead
Salary Grade:	TLR 2D
Contract:	Fixed Term Appointment

Key Purpose of Job

The postholder will be responsible for the day to day co-ordination, development and leadership of both hubs.

The postholder will co-ordinate the provision of, and provide, short term, high quality education and holistic pastoral intervention.

Anticipated Outcomes of Post

To enable successful reintegration back to the home school or a successful transition to a new main stream school or setting.

List Key Duties and accountabilities of the post

1. To lead learning and co-ordinate the strategic management and development of support within the Inclusion Hubs so that all students with a range of needs are well supported and make good progress.
2. Monitor and evaluate the impact of teaching, learning and intervention in the hubs.
3. Identify and adopt the most effective teaching approaches for students.
4. Manage and evaluate the outcomes of intervention programmes and support for all children.
5. Identify and teach 'study skills' that will develop students' ability to work independently.
6. Liaise with other schools to ensure continuity of support and learning when supporting transition.
7. Liaise with outside agencies to provide additional support for students to remove barriers to learning.
8. In consultation with others set targets for raising achievement among students.
9. Collect, interpret, and share specialist assessment data and use this to inform planning.
10. Set up and maintain systems for identifying, assessing and reviewing students' progress and attitude to learning.
11. Update the Inclusion Hub Lead on the effectiveness of provision for students.
12. Develop a clear understanding of learning needs and the importance of raising achievement among students and use this knowledge to plan effective provision.
13. Liaise with other schools to ensure continuity of support and learning when transferring students.
14. Regularly liaise with parents/guardians to keep them informed of their child's progress.

Leadership

15. Encourage and support all members of staff in recognising and fulfilling their statutory responsibilities in relation to students.
16. Provide training opportunities for learning support assistants and other teachers to learn about the needs of students and how to support them in their learning.
17. Disseminate good practice in the areas you are responsible for across the school.
18. Identify resources needed to meet the needs of students and effectively manage any budgets you are responsible for.
19. Maintain policies relating to all areas of your responsibility.

Standards and quality assurance

20. To have due regard to the requirements of the National Curriculum and the National Standards for Teachers.
21. Support the aims and ethos of the provision.
22. Set a good example in terms of dress, punctuality, attendance and professional practice.
23. Plan and participate in staff training, taking a lead in CPD for other staff relevant to your areas of responsibility.
24. Attend team and staff meetings where appropriate.
25. Develop links with partnership schools, Local Authorities and other providers in order to enhance the provision.

Supervision / Line Management Responsibilities of the post

For all Teachers and Teaching Assistants deployed to the Inclusion Hubs.

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To contribute to the effective working of the school where you are based.
- c) Maintain positive, professional relationships with students, parents / carers and teachers.
- d) Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- e) To participate in induction training, staff review processes and professional development opportunities.
- f) To commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the School buildings, enclosed spaces within the curtilage of buildings, and School vehicles.

- h) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- i) The post-holder is expected to familiarise themselves with and adhere to all relevant School Policies and Procedures, which includes Health and Safety.
- j) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.