



# Inclusion Assistant

## Application Pack

The Dukeries Academy,  
New Ollerton, Nottinghamshire

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New Ollerton, Nottinghamshire



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Improving Education



# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

giving academies everything they need to realise their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



## 02. The Dukeries Academy Information

The Dukeries Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in October 2016, at The Dukeries Academy, we provide a high quality environment to support learning and personal growth.

Our ambition is to stimulate success and academic achievement through a diverse curriculum coupled with an outstanding and nationally recognised reputation for student support and community involvement.

Our teaching methods will provide a firm foundation for our pupils learning, while giving them the opportunity to explore and to find out who they are and what they want to do. We are passionate about innovative teaching, whether through IT, varied teaching methods or community involvement. This is a world-class education.

Our aim is to broaden horizons by educating the whole person and providing the environment for families to learn and grow together. To support this we also offer an extensive range of further education courses.

To find out more, please visit [www.dukeries.attrust.org.uk](http://www.dukeries.attrust.org.uk).



**THE DUKERIES**  
ACADEMY



## 03. Job Description

### Inclusion Assistant, Secondary Academy

The purpose of this role is to ensure the effective running of the Academy Seclusion Room and to provide administrative support to the inclusion team in order to improve student behaviour and attendance.

#### Key responsibilities are:

- > To supervise students within the seclusion room for a proportion of the week, ensuring expectations for behaviour are met.
- > To ensure appropriate work is available for students to complete in the seclusion room including keeping resources held within the room up to date.
- > To ensure records of students' work and behaviour in the seclusion room are kept up to date.
- > To provide administrative support including updating records and completing referrals.
- > To provide additional support within the Academy inclusion unit as appropriate.
- > To follow up behaviour and attendance issues by liaising with other staff in the academy and contacting home as appropriate.
- > To use IT systems to provide data as required by members of the inclusion team.
- > To take an active role in supporting Academy systems and policies for inclusion and behaviour as appropriate.
- > The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the Academy's management supervision guidelines.
- > The postholder will be expected to maintain confidentiality and observe data protection guidelines.
- > The postholder will be expected to undertake any necessary training associated with the duties of the post.
- > To undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- > To be responsible for own health and safety and that of pupils and staff, in accordance with the Academy Health and Safety policies to ensure wellbeing of all people on site



## 04. Person Specification

### Inclusion Assistant, Secondary Academy

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"><li>• Educated to GCSE standard</li><li>• Strong numeracy and literacy skills (level 2)</li></ul>	<ul style="list-style-type: none"><li>• Evidence of recent and relevant continuing professional development</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of working in a secondary school or working with young people</li><li>• Experience of working as part of a team and liaising with colleagues</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with young people who have barriers to learning</li></ul>
Knowledge & Skills	<ul style="list-style-type: none"><li>• Competent and confident in the use of ICT</li><li>• Excellent interpersonal and organisational skills</li><li>• Knowledge and understanding of strategies needed to help and support students with behavioural, emotional and social development needs</li><li>• Ability to work independently</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and understanding of support available through external agencies</li></ul>



## 05. How to apply

The Dukeries Academy,  
New Ollerton, Nottinghamshire

### Salary:

NJC Pt 20-23 (£16,316 to £17,860 per annum)

### Closing date:

10am, 30<sup>th</sup> June 2017

### Interviews:

6<sup>th</sup> July 2017

### Start Date:

September 2017

### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 860545.

### Applying

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

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