



# Application Pack

SCHOOL INCLUSION OFFICER

WALKDEN HIGH SCHOOL



## YEAR 11 V STAFF 2018



## CHARITY WALK 2018



## SPORTS DAY



## TRIPS



ITALY

NEW YORK

PARIS

VILLA REAL

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# Welcome from the Head Teacher

Do you have a passion for education and a desire to help young people achieve in all aspects of their lives?

Do you have the ability to deliver high quality, interesting and engaging lessons?

Do you want to be part of a school that is working relentlessly to improve standards and deliver the high examination results our pupils are capable of?

If so, you will want to join our vibrant community. We are proud of delivering an academic curriculum in a comprehensive setting. You will find our school calm and purposeful and like all who visit the school, you will comment on how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly our school is.

We are dedicated to creating Walkden STARS – young people who are Sensible, Thoughtful, Ambitious, Respectful and Supportive. These are qualities everyone displays to inspire our students.

We are continually making improvements to our school – always looking for ways to improve the experience of our pupils. We are committed to improving outcomes for all, but especially our most able and disadvantaged pupils.

If you want to visit the school please come and see what we see every day – a wonderful school and vibrant community.

The successful candidate will be joining our school at a critical time as we lift our school to Good and beyond.

I hope you can see yourself here at Walkden – this is an amazing school with a fantastic future.



**SIMON LENNOX**  
**HEADTEACHER**

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... dedicated to creating Walkden STARS

**Sensible, Thoughtful, Ambitious, Respectful, Supportive**

## What makes our school amazing?

- We love recognising our pupils' successes – we use our Stars & Stripes system to reward those pupils who repeatedly do the right thing.
- Our pupils' behaviour is fantastic. We have lovely, engaged pupils who are very capable and want to learn.
- Our pupils have amazingly supportive parents who will back you up with learning and behaviour.
- We broaden our pupils' horizons with a wide range of trips. Last year our pupils visited the following (to name a few):-
  - Los Angeles (Media Studies trip)
  - Sorento, Italy (Ancient History trip)
  - Villa Real (Football Tour)
  - New York (Business & ICT trip)
  - Montgenvre, France (Ski trip)
  - Chateau du Broutel (Y7 French trip)
- **Our pupils give so much back to their community**
  - Our pupils put on a vast array of expressive and creative arts shows and exhibitions, for example: Annie this year, Wizard of Oz last year, Express Yourself Showcase, Oscars Night and Creative Showcase & Careers Exhibition.
  - Our pupils complete the Duke of Edinburgh Award and volunteer in our local community.
  - Our pupils raise huge amounts every year for a whole school charity (£3,860 last year for Teenage Cancer Trust) and support a wide variety of other charities.
  - Our pupils participate in and win most of the wide range of sporting activities offered; girls & boys football & rugby, netball, basketball, athletics and cricket.
  - Our pupils are dedicated to our inclusive community, including a clear commitment to eradicating HBT language.
- **Our staff benefit from**
  - A strong Well-Being group who have been instrumental in the school achieving Investors In People Gold Status.
  - Refreshments each morning – tea, coffee, drinking chocolate and lots of toast.
  - Childcare, Computer and cycle to Work Voucher Schemes.
  - Secure on site parking
  - Excellent access to career development programmes.

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## General School Information

### Exam Results

	Basics (C+/4+ En & Ma)	English C+/4+	Maths C+/4+
2017	62	78	68
2016	60	81	62
2015	63	76	72

Our school is divided into zones of which there are six:

Core – English

Core – Maths

Discovery – Science, ICT, Business Studies & Computing

Expression – Media Studies, PE, Music, Drama & Dance

Creative – Design Technology and Art & Design

Global – Humanities and MFL

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## Job Advertisement

### *Walkden High School*

*Headteacher : Mr S.D. Lennox BSc (Hons), PGCE, NPQH*  
*11-16 Mixed Comprehensive - NOR 1350*

**IN Salford**

**Required as soon as possible.**

**School Inclusion Officer– Term time Only, 36 hours, Permanent post.**

**Grade 3A point 26-29 £20,194 - £22,397 (Actual salary).**

We are seeking someone to lead on ensuring excellent attendance and punctuality is continued at school. This is very much a “front line” position.

You will be at the school gate each morning, encouraging and rewarding punctual children, picking up children from home if need arises and knocking on doors to ascertain where children are if necessary. Organising attendance panel interviews and liaising with council staff to fine and prosecute in the final instance.

When you’re not chasing up on attendance and punctuality issues, you will work with selected vulnerable and “difficult to reach” families, providing parenting advice and signposting to other support services.

You will be required to work with the Senior Leader Pastoral and the Pastoral team, supporting the implementation and delivery of strategies to maximise school attendance.

We are looking for a committed and motivated individual with experience of working with children and families, to strategically make improvement in attendance across the school. You will need to possess excellent administrative, IT, communication and inter-personal skills and be able to demonstrate an understanding of the barriers to regular attendance and punctuality and to work with families to support student engagement.

Our mission is to provide an academic education within a comprehensive setting. We are passionate about caring for our students and in doing so we aim for the STARS: Sensible, Thoughtful, Ambitious, Respectful & Supportive – qualities you will display to inspire our students.

This school is committed to safe-guarding and promoting the well-being of children. The post is subject to enhanced disclosure & barring check.

Applications will only be accepted from candidates completing the Salford School application form in full. CV’s will not be accepted.

Due to the high volume of applications we receive at Walkden High School we regret that we are unable to reply individually to each application. Applicants who have therefore not heard from us must therefore assume they have not been shortlisted for interview.

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**To apply:**

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the School website [www.walkden.uk.com](http://www.walkden.uk.com), or by e-mail to [pat.wilford@salford.gov.uk](mailto:pat.wilford@salford.gov.uk)

**Electronic applications are preferred to [Wilford.m@walkdenhigh.co.uk](mailto:Wilford.m@walkdenhigh.co.uk)**

Postal applications returned to Pat Wilford, Walkden High School, Old Clough Lane, Worsley M28 7JB

**Deadline for application to be returned: 9.00am on Monday 8<sup>th</sup> October 2018**

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## JOB DESCRIPTION

### JOB DETAILS:

**Job Title:** School Inclusion Officer

**Grade:** 3A points 26-29

**Directly responsible to:** Senior Leader Pastoral

**Main Contacts:** Senior Leadership Team, Teaching Staff, Pastoral Staff Including Raising, Behaviour Provision Manager, Raising Aspirations and Careers Director. Outside Agencies, Parents and Carers.

**Hours of Duty:** 36 hrs per week term time only. Permanent

### Summary of Role:

- To support children whose education is at risk.
- To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.
- To contribute to raising achievement by improving student attendance across the school.
- To formulate, evaluate and review all policies in relation to attendance.

### MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES:

- To improve student attendance and meet or exceed national average.
- In line with the School's 'lone worker policy' make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings.
- To acquire and maintain a working knowledge of the statutory framework relating to attendance and child employment, in order to be able to offer informed advice to parents.
- Work with Salford EWO regarding statutory attendance procedures.
- To ensure pupils with poor attendance have a programme to ensure they are able to attend school and to collect pupils as and when necessary to support the programme.
- To support Heads of Year, senior leaders and staff in advising the School on all matters relating to attendance.
- To ensure parents are telephoned on pupils first day of absence.
- To keep in close contact with parents of pupils with attendance and punctuality problems.
- Management of SIMS attendance module and to advise Headteacher and staff on its most effective deployment.
- Producing all statutory returns as required in relation to attendance.
- Internal truancy checks.
- Operating a late gate system and following the school's policy on pupils who are regularly late.
- Organise and supervise the integration of new pupils or pupils who are returning from a long absence.
- To lead and develop strategies for school inclusion to improve attendance in collaboration with Senior Leader Pastoral.
- Liaising with Heads of Year and Form Tutors on a daily basis regarding attendance and punctuality issues.
- Liaise with other agencies as necessary e.g. PRU's, Connexions, Children Service, Police etc.

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- Coordinate, chair and attend meetings where required regarding attendance including legislation and LA Guidelines.
- Organise and carry out home visits when required.
- Deal with pupil request for absence e.g. holiday, football, modelling etc.
- Be responsible for all administration in relation to pupil attendance.
- To represent the school at LA, DfE meetings.
- Work closely with the Family Support Worker.
- To report whole school attendance to senior line manager and the governing body.
- To carry out any general administrative duties as requested.
- Exam Invigilation when required.
- To identify those children in need of support by reason of their absence from school, family dysfunction, disability, social or emotional needs or any other special educational needs.
- Assisting parents to ensure that all students who are not in mainstream education are receiving an appropriate programme of education.
- Carrying out assessments on appropriate referrals using common assessment or other agreed frameworks.
- Reduce the number of persistent absentees.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers, Governors, and appropriate services.
- Attend Student Welfare Meetings to report on student attendance.
- Attend Full Governor meetings if required.
- Manage school detention rotas and procedures re attendance and punctuality;
- Reduce lateness and internal truancy and monitor rigorously.
- Review and evaluate the school's attendance policy in line with DfE policy.
- Carry out home visits to establish reasons for absence and work with families to get pupils back into school.
- Update letters in line with new guidelines that are introduced on attendance.
- Maintain a display board in school promoting attendance.
- Contribute to improving punctuality and high standards of uniform by being on duty at changeover of lessons.
- Carry out pre school, post school and lunch duties daily, ensuring that you welcome students into school and lessons.
- Inform Safeguarding Officer of any concerns regarding pupils.
- Analyse data to inform good practice with regards to attendance.
- Co-ordinate multi agency work.
- Monitor the implementation of plans; analyse and report on progress achieved.
- Maintain confidentiality and adhere to safeguarding procedures.

#### **Support for Students:**

- To work effectively with vulnerable students so that safeguarding and welfare issues do not damage their chances of making the level of progress expected.
- To support students in overcoming barriers to learning.

#### **Support for the School**

- Be aware of and comply with School policies and procedures including those relating to child protection, safeguarding, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Undertake lunch and break time duties.

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- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the School ethos, aims and development/improvement plans.
- Appreciate and support the role of other professionals, establishing constructive relationships and communication to support the achievement and progress of students taking the initiative to develop multi agency approaches.
- Attend and participate in relevant meetings as required.
- Establish own best practice and lead specialist area and use to support others.
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to School policies and procedures.
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings etc.
- To undertake any other reasonable duties, as determined by the Headteacher commensurate with remuneration.

### **ORGANISATIONAL COMPETENCIES**

1. Co-operates and works well with others in pursuit of team goals by sharing information, acknowledging contributions and supporting others.
2. Is willing to undertake some of the duties of other members of Staff during short term absence, providing that the priorities of this job description can still be achieved.
3. Demonstrates a high level of personal integrity by taking responsibility for own actions, and is willing to respond constructively to mistakes or errors of judgement.
4. Maintains personal and professional credibility by being consistent, fair and respecting the need for confidentiality.
5. Undertakes any tasks/duties as appropriate to ensure the smooth and efficient running of the school, as identified by the Senior Leadership Team.
6. Requires and ensures that all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
7. Acts at all times with due regard to the School and Authority's Health and Safety Policies and related Codes of Practice.

### **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job description prepared by: P Wilford & D Thomas

Date: September 2018

Job description agreed signed by holder:

Date:

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**Grade** 3A points 26-29.

<b>Minimum essential requirements</b>			
<b>Qualifications:</b>			
<ul style="list-style-type: none"> <li>• 5 GCSE or Equivalent at grade C or above (including Maths and English).</li> <li>• Recognised degree or professional qualification or training related to this post.</li> <li>• Post qualifying training in social work, counseling or other professional development areas relevant to working with families/parents /children and young people.</li> <li>• Full Clean Driving License.</li> </ul>	Essential	Desirable	
	Essential	Desirable	
<b>Skills/Knowledge/Experience</b>			
<ul style="list-style-type: none"> <li>• school systems – including SIMS</li> <li>• pastoral systems</li> <li>• approaches to working with parents of disaffected students</li> <li>• Knowledge of the legislative framework that underpins the work of supporting families and schools, including attendance and behavior.</li> <li>• Positive approaches to empowering and enabling students and parents/carers to help themselves.</li> <li>• Experience of using a social work or counseling approach to working with parents and children.</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>• Ability to undertake assessments and write reports to a high standard.</li> <li>• Ability to interpret large volumes of data.</li> <li>• Ability to use a wide range of IT packages.</li> <li>• Ability to build effective working relationships with all students and colleagues.</li> <li>• Ability to lead and motivate a team of staff, ensuring effective communication and deployment</li> <li>• Ability to promote a positive ethos and role model positive attributes demonstrating personal resilience and professionalism.</li> </ul>	Essential Essential Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential	Desirable	

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<ul style="list-style-type: none"> <li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.</li> <li>• Ability to continually develop and extend own working practices.</li> <li>• Working knowledge of relevant policies/codes of practice/legislation</li> <li>• Understanding of statutory frameworks relating to attendance</li> <li>• Understanding of inclusion, especially within a school setting</li> </ul>	Essential	
	Essential	
	Essential	
	Essential	
	Essential	

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## ENHANCED DISCLOSURE

Thank you for your interest in this position at Walkden High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure & Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Code of Practice of Disclosure Information.

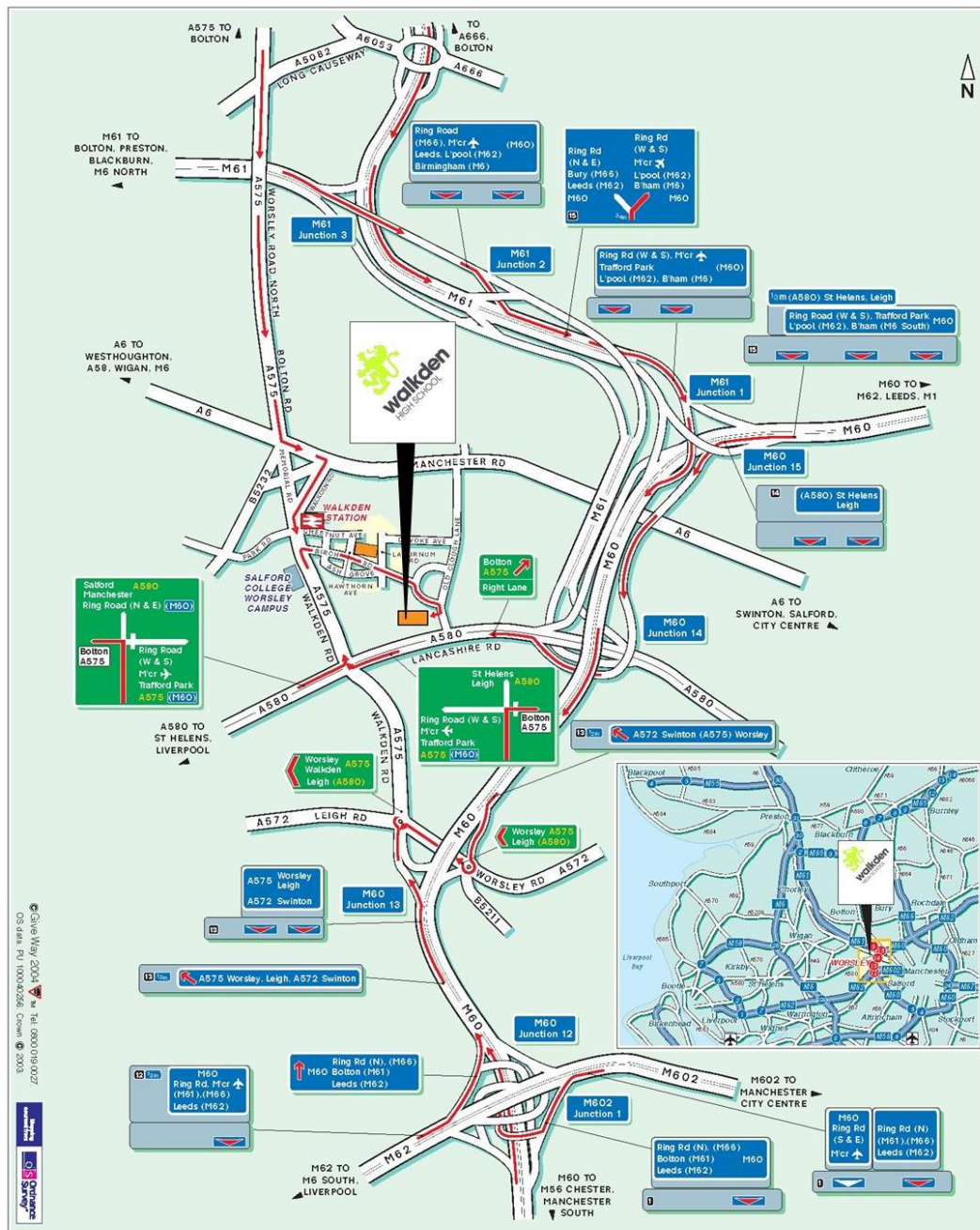
If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

The nearest bus stop is just a short walk from the School and can be reached via several different bus routes from most other parts of Manchester. The school is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

### Location:

Walkden High School is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The school has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the school is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580.





**Walkden High School**

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Worsley  
M28 7JB

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e: [info.walkden@salford.gov.uk](mailto:info.walkden@salford.gov.uk)  
w: [www.walkden.uk.com](http://www.walkden.uk.com)



At Walkden High School we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

