

## RECRUITMENT PACK

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# Inclusion and Behavior Support Assistant

EASTER 2025



The Archbishop Lanfranc Academy  
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**ARCHBISHOP  
LANFRANC**

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# Welcome

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Thank you so much for your interest in The Archbishop Lanfranc Academy, and for considering becoming part of 'Team TALA'. There's been a school on this site for nearly 100 years, and, despite being a new academy with a new building, we're proud of our history and our place in the community.

The Archbishop Lanfranc Academy is a modern, vibrant community and yet one with a long and historic tradition of educating students from the three London boroughs on whose crossroads we sit – Croydon, Merton and Sutton. The Academy is proud of its history, and through its various incarnations, has educated children from its local community since 1931.

We are an 11–16 mixed, comprehensive secondary of about 850 students, situated on the north Croydon/Mitcham border. We benefit from a lovely site with brand new buildings; some great sports facilities (including a fully equipped gym available for staff); plenty of on-site parking; good public transport links and well resourced, purpose built, classrooms and learning spaces, rebuilt in September 2017. The Academy also benefits from an on-site nursery open to both staff and the general public which has a grading of "Good" from Ofsted.

We are committed to high-quality, collaborative and relevant CPD for all members of staff to enable and support them to make the best possible progress in their role and in their future career development. As a growing school there are many opportunities for 'in-house' progression.

But more than that, we are a school with a vision for outstanding education and care for all of our students, and are made up of passionate, hardworking staff, and energetic determined students. We invest in our staff, whatever stage of their career, and support and challenge all colleagues to deliver the very best possible experience for our students.

For more information about the school, see:

- [Our student prospectus](#)
- [Performance tables](#)
- [Our Ofsted report](#)

Or, better still, contact us for a discussion or to arrange a visit to come and see us: [office@lanfranc.org.uk](mailto:office@lanfranc.org.uk)

Many thanks,

**Simon Trehearn**  
**Principal**

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# Our Values

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## TALA Mission Statement

The Archbishop Lanfranc Academy exists to serve and empower its diverse community by providing an inclusive, safe and nurturing environment that values and celebrates cultural differences. TALA Vision and Values are promoted to all students so they can achieve their goals in a rapidly changing world.

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## TALA Vision

Students at The Archbishop Lanfranc Academy are successful learners who strive for excellence academically, creatively and socially. By focusing on personal growth, they become aspirational, resilient, confident and principled adults.

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## TALA Values

**T**EAMWORK – We all contribute to the betterment of the ‘teams’ we are in

**A**CCOUNTABILITY – We are responsible for our own development and behaviour

**L**EADERSHIP – We have the power to exert influence and bring about change

**A**SPIRATION – We place no limits on what we can achieve

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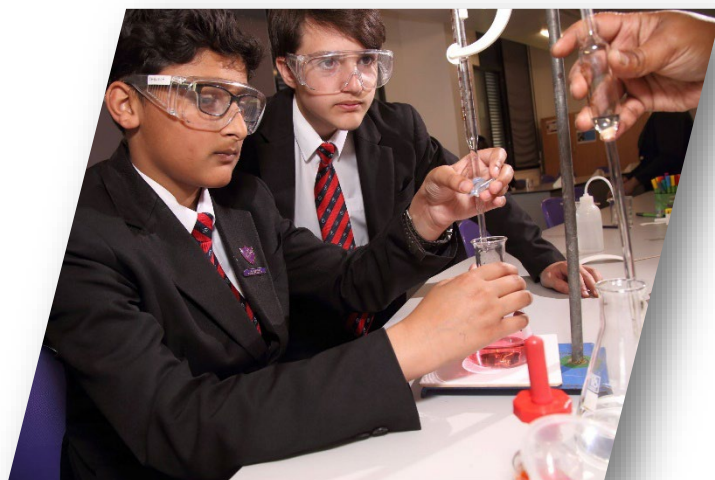
# Inclusion and Behaviour Support Assistant

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We are seeking to appoint a committed colleague to join our team in the role of Inclusion and Behaviour Assistant. We currently have a team of five Inclusion and Behaviour Assistants, who work with our Designated Safeguarding Lead (DSL), Pastoral Care Manager, Achievement Coordinators and Tutors – this capacity allows for high levels of support and an opportunity to be both strategic and flexible with our intervention and care.

Students, parents and staff value the pastoral care the school is able to offer, and we are proud of the way the pastoral team have led to high levels of enjoyment and engagement at school, and the way the team supports students that would otherwise struggle with the challenges and expectations of school life.

Following a supportive induction process, on-going training and development would be in place to support this colleague.



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# Job Description

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|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title:</b>      | <b>Inclusion and Behaviour Support Assistant</b>                |
| <b>Accountable To:</b> | <b>Principal &amp; Governing Body</b>                           |
| <b>Responsible To:</b> | <b>Assistant Principal/Pastoral Director</b>                    |
| <b>Salary Range:</b>   | <b>£18,940 - £23,101 term time only (£22,415 - £25,986 FTE)</b> |

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## **Accountable For:**

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

## **RESPONSIBILITIES**

### **Overall Responsibility and Duties**

- 1) To work with the pastoral team to provide supervision and support for students referred to the pastoral area.
- 2) To liaise with colleagues and parents over the arrangements for students whilst experiencing a fixed period of time working in the Inclusion Room.
- 3) Provide support and mentoring for vulnerable students who will find it challenging to meet the academy's expectations.
- 4) To work with other colleagues, and staff from appropriate agencies, to provide mentoring, counselling and support for students.
- 5) To support with the administration relating to a child's attendance in the Inclusion and Supervision Rooms
- 6) Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending meetings where there are items relevant to vulnerable students.

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- 7) Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported concerning students during their time in the pastoral area.
  - 8) Support all members of staff in providing a safe learning environment.

### **Health and Safety**

- 1) Complete and, if appropriate, use Basic First Aid training and attend update courses.
- 2) Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- 3) Co-operate with the employer on all matters of Health, Safety and Welfare.

### **Continuing Professional Development**

- 1) With your Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
- 2) Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- 3) Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

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## OTHER REQUIREMENTS

- 1) To promote and safeguard the welfare of children at the Academy.
- 2) To maintain confidentiality at all times.
- 3) To be aware of and adhere to all Academy policies and procedures.
- 4) To carry out any other duties as may be reasonably required by the Principal.
- 5) To work in support of the Academy Improvement Plan.
- 6) To take time to read notices, keep to deadlines and carry out duties to the best of your ability.



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# Person Specification

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## Experience

- Experience working with young people in a school setting
- Evidence of making an effective contribution to a team

## Skills and Attributes

- Capacity to work alongside colleagues, contributing effectively to overarching aims and priorities
- Ability to quickly establish and maintain positive relationships with students, staff and parents
- Ability to demonstrate and promote good practice in line with the ethos of the Archbishop Lanfranc Academy
- Understanding of safeguarding issues and promoting the welfare of children and young people
- Well-developed communication skills, including high level of written and oral literacy and competent ICT use
- Suitability to work with children
- Potential for professional progression

**The Archbishop Lanfranc Academy** is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Candidates should be aware that a check of social media accounts may take place during screening.

Appointment will be dependent upon further health, medical and attendance checks.

Please see the Safeguarding Statement on our website

<https://lanfranc.org.uk/wp-content/uploads/2024/09/Safeguarding-statement-2024.pdf>

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# How To Apply

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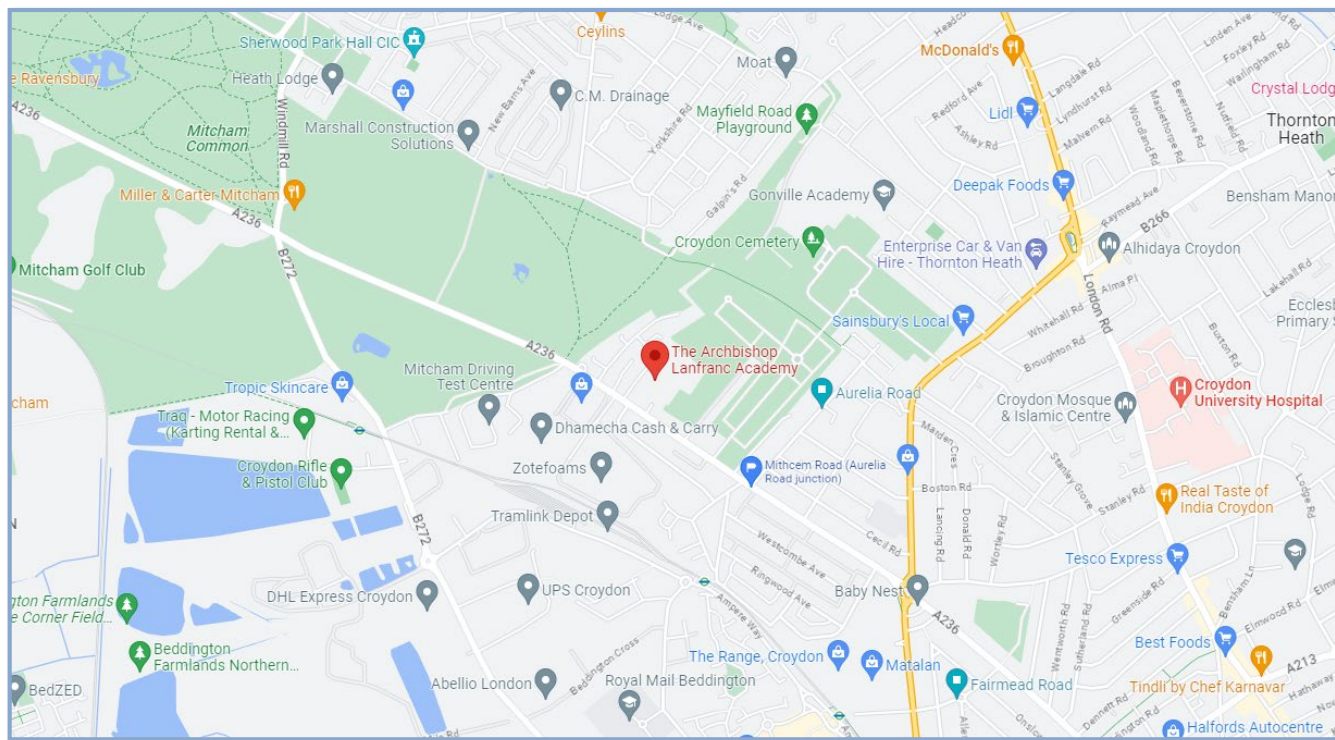
To apply for this position, please complete the Academy's application form available both on the [TES](#) and on the academy website, under the vacancies section, at [www.lanfranc.org.uk](http://www.lanfranc.org.uk).

Completed application forms can be returned by mail/ email to:

The Principal  
The Archbishop Lanfranc Academy  
Mitcham Road  
Croydon  
CR9 3AS

Email: [recruitment@lanfranc.org.uk](mailto:recruitment@lanfranc.org.uk)

# How To Find Us



## Bus Routes:

152, 255, 264, 455 and 463

## Tramlink:

Therapia Lane and West Croydon

**The Archbishop Lanfranc Academy**  
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