

APPLICATION INFORMATION

INCLUSION ASSISTANT

At

Burton Pupil Referral Unit

Full time – Term Time only

Salary Grade 5, £21,869 – £22,934 (actual salary) per annum

**Church Hill Street
Winshill
Burton on Trent
Staffordshire
DE15 OHR**

TEL: 01283 247986

CONTACT: office@burtonpru.staffs.sch.uk

WEBSITE: www.burtonpru.staffs.sch.uk

Visits to our school are very much welcomed – please call to make an appointment to visit and meet Tom England (Head of School), staff and students.

CONTENTS

A letter from the Executive Headteacher & Head of School

Notes to applicants: The advertisement and selection process
Further information about Burton PRU

Job Description and Person Specification:



C1057 Inclusion
Assistant Jun 2025.p

Last OFSTED report: <https://reports.ofsted.gov.uk/provider/22/134880>

Safeguarding Policy:



Safeguarding-Policy-2024-2025-BPRU.p

Application Form R3:



R3 Support Staff
Application Form.doc

PEAQ:



PEAQ.doc

Recruitment Monitoring Form:



Recruitment
Monitoring.doc

June 2025

Dear Applicant

Thank you very much for your interest in Burton Pupil Referral Unit (BPRU) and in the **post of Inclusion Assistant**. I hope that this information will help you decide whether this would be the appropriate next step for you in your career. **The successful candidate will join our dedicated team working to ensure that all of our children feel valued, supported and able to succeed, regardless of their individual barriers.**

Burton Pupil Referral Unit is federated with Kettlebrook Short Stay School in Tamworth. This post has become available following a change in our staffing structure. BPRU has its main site in Winhill, Burton upon Trent, with two satellite sites – one in Burton town centre and one in Uttoxeter. We have great students who are proud to be a part of their school; who want to make progress and achieve the success that they deserve. BPRU has a highly dedicated and caring team of staff who fully support the inclusive, child-centred trauma informed school that is the basis of our School and Federation ethos.

BPRU is a successful school in enabling all of our students to succeed by overcoming or learning how to deal with major life experiences. We provide a supportive and secure environment that allows all students the opportunity to flourish both socially and academically. We have a very committed, well qualified and well-trained body of staff who work together as a team. They are innovative, enthusiastic and loyal to the school and its ethos. We work closely with our schools in East Staffordshire District and within the Local Authority of Staffordshire. BPRU continues to be rated as OFSTED Good and works closely with Kettlebrook Short Stay School.

As a school, we are constantly looking to improve the quality of provision for all our students on and off site. We work in close partnership with all the schools in the East Staffordshire district and many different agencies. We have a complex programme of learning opportunities for 60 students; each of them has been referred to us for a variety of reasons. BPRU will take students who have been permanently excluded or are at risk of this. The majority of our students have a social, emotional or behavioural difficulty. As a group of experienced staff, we are dedicated to giving each student a set of 'tools' or strategies to help them overcome these difficulties or at least learn how to live with them in what is expected by our society.

We aim for our Year 11 students to leave BPRU with greater self-esteem, confidence and a range of quality examination results with positive Post 16 destinations of their choice. BPRU works in partnership with alternative providers to ensure that a suitable, bespoke, academic curriculum & holistic approach is delivered by quality staff, to all students.

The successful candidate will join a very friendly, supportive and highly committed professional team of staff and a dedicated Management Committee who will support you to provide the best outcomes for each student in this child-centred school for students who have been and/or are at risk of being permanently excluded.

I would like to invite you to visit BPRU prior to any application. Alternatively, you can contact a member of SLT at school to discuss any aspects of this post. We must appoint the right person for this key role in the school.

Should you decide to apply for this post then please complete:

- the Staffordshire application form R3;
- Letter of application outlining your educational philosophy, experience in working with vulnerable young people & how you would develop this role at Burton PRU as a fully inclusive PRU.
- PEAQ form;
- Recruitment Monitoring Form;
- Return your completed form to admin@kettlebrook.staffs.sch.uk by **12 noon on Thursday, 10th July 2025**. Interviews will be held in the week beginning 14th July 2025

Thank you in advance for your time and commitment in applying for this post – we do appreciate the work that you will have put into your application. We are looking forward in receiving your completed application form.

Yours sincerely



Tom England
Head of School



Sarah Bamber
Executive Headteacher

INCLUSION ASSISTANT

Permanent full time, term time only

GRADE 5, SCP 6-9, £21,869 – £22,934 (actual salary) per annum

From September 2025

**BURTON PUPIL REFERRAL UNIT
BURTON-ON-TRENT, STAFFORDSHIRE
www.burtonpru.staffs.sch.uk**

We are looking for a caring, proactive, and enthusiastic Inclusion Assistant to join our dedicated team and help ensure that all our children feel valued, supported, and able to succeed, regardless of their individual barriers.

What We're Looking For:

- Experience working with children or young people (school-based experience desirable)
- A calm, patient, and compassionate nature
- A commitment to promoting equality, diversity, and inclusion
- Ability to work effectively as part of a team

Burton Pupil Referral Unit is a Local Authority Pupil Referral Unit (PRU) – it is recognised as a fully inclusive school that empowers our students to make positive changes and achieve positive outcomes onto the next phase of their education. BPRU is judged by Ofsted as a good school and is federated with Kettlebrook PRU in Tamworth. We have strong links with schools and agencies across East Staffordshire District. We are fully committed to providing the best holistic education to each of our students (and their families) who have been or are at risk of being permanently excluded.

Burton PRU is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Enhanced DBS disclosure is required for the appointment to this post with 2 satisfactory references.

Please complete the application form and highlight the areas requested in your letter of application. Please note, CVs will not be considered.

ADVERTISEMENT DATES:	Week commencing 23rd June 2025
CLOSING DATE:	Thursday, 10th July 2025 by 12 noon
SELECTION DATE:	Thursday, 10th July 2025
INTERVIEW DAY:	Week commencing 14th July 2025

RETURN COMPLETED APPLICATION FORMS TO:
admin@kettlebrook.staffs.sch.uk by 12 noon on Thursday, 10th July 2025

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

FURTHER INFORMATION ABOUT BURTON PUPIL REFERRAL UNIT

LOCATION:

Burton Pupil Referral Unit (BPRU) has 3 bases in East Staffordshire. The main base is located in Winshill, the second is at the Brewhouse in Burton and the third base is in Uttoxeter Staffordshire.

HISTORY:

The site has been a place of education for over 80 years educating the young people of Burton. This school has been located at this site for the past 12 years as a pupil referral unit. The PRU has gradually increased in size overtime with bases in both Burton and Uttoxeter. Staffordshire LA has 6 PRUs/ short stay schools, of which Burton PRU and Kettlebrook Short Stay School (Tamworth) are the first to become federated (April 2018).

BPRU is a GOOD school - Ofsted July 2019.

PURPOSE:

BPRU is commissioned to provide education for those students (who reside in East Staffordshire) who need an alternative curriculum. It will generally take students who have been or are at risk of exclusion / permanent exclusion or are in a situation that traditional teaching and learning isn't appropriate.

BPRU works very closely with each of the schools and many external professional agencies, as our students will have been referred to BPRU through one of these places.

As a pupil referral unit, BPRU works with the most vulnerable students in East Staffordshire who usually have numerous external agencies working with them at home. As a school we spend a lot of time also working in conjunction with the following agencies: Educational Psychologist; SEND team; Educational Welfare; Police; Youth Service; Family Support Workers; CAMHS; School Nurse; Social Services etc.

BPRU is about getting students (and their families) back on track socially and academically. The school ethos is:

Building Positivity, Resilience & Understanding

STAFFING:

There are 19 staff who all work together as a team over the week to provide the best appropriate education as well as emotional and social support to each student regardless of their background and their needs.

All staff must be trained to apply physical interventions; these are only used as the last resort from having tried other strategies. This is through PROACT-UK SCIP-r. An annual update is required by each member of staff.

Staff work closely together to provide the best for the students and each other. There is an excellent staff moral with a focus on staff wellbeing.

THE CURRICULUM:

The curriculum is flexible so are the student's learning groups – they will change throughout the year in order to meet the individual student's needs. The change appears at times to be constant!

KS 3:

The students follow the National Curriculum in English, Maths, Science, Art, Food, PSHE and PE

KS 4:

The KS 4 curriculum is a blend of GCSE's, BTEC and other qualifications

All students access enrichment activities through our Curriculum Enrichment Days - a programme of planned opportunities - involving all staff - taking students off site to learn and experience new activities. Students are entered for exams when they are ready to sit them. By giving the students the opportunity to achieve real success, most of our students can then improve their self-esteem and confidence that also helps them to want to succeed.

THE PARENTAL INVOLVEMENT:

Each student will have a pre-admission meeting with the Head of School and a half termly performance review day meeting. Any exclusion requires the parent/carer to attend and be a part of their child's progress. This involvement is reinforced by daily contact by staff and the Keyworker and Head of School each week. There is an open-door policy for all parents/carers and family units. Parents/Carers are contacted weekly by staff to enable all of us to share information and support the student's learning. We require honesty from the parents/carers and students alike; otherwise we can't help them move forwards. All staff attend briefings to share information; raise concerns, discuss future learning plans; so that we can all work together to help each child. Students who learn off school site are monitored in other ways.

THE STUDENTS:

Most students referred to BPRU have a social or emotional or behavioural difficulty; (sometimes all 3). Each student is with us for a variety of reasons; our main aim is to help each one be successful following the most suitable pathway to either:

- a) Reintegrate back into the secondary school system, or
- b) Move onto a suitable alternative learning programme that has suitable learning outcomes / work experience / qualifications / reference into employment or onto further education.

If you think that you have the necessary skills, experience, commitment, ambition to help these students and work with a dedicated team of professional hardworking staff then please apply. We look forward to hearing from you.

Please phone school on 01283 247986 to have a visit or to talk to us about the job and school.