



Inclusion Officer

Queen Elizabeth's Grammar School

Permanent

37 hours per week, 42 weeks per year

Scale 6 - £30,882 - £32,977 FTE (£28,730 - £30,679 Pro rata)

QEGSMAT are seeking to appoint an enthusiastic Inclusion Officer, to join our hardworking and high achieving team at Queen Elizabeth's Grammar School.

This is a permanent opportunity for an aspiring leader to have oversight and responsibility for the newly established inclusion centre. The successful candidate will help shape the set up and deliver the wider inclusion offer for students needing extra support to succeed. This will include the researching, development, implementation and review of an 'Inclusion Curriculum' to work with students on short term internal placements.

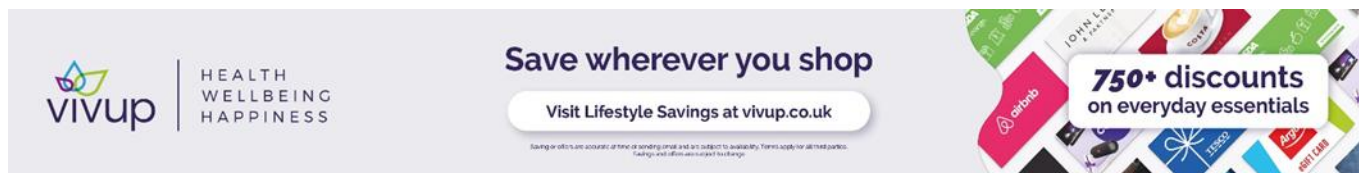
Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- QEGSMAT is a recognised Disability Confident employer.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions` of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check. The Trust is also a United Kingdom Immigration and Vetting Sponsor therefore, sponsorship for skilled worker visas may be available.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please contact Sarah Smit:

Smit@queenelizabeths.derbyshire.sch.uk

Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk/>

Closing date for applications:	Thursday 24th July 2025 @ 12 noon
Interview date:	TBC
Salary:	Scale 6 - £30,882 - £32,977 FTE (£28,730 - £30,679 Pro rata)
Potential Start date:	TBC



JOB DESCRIPTION

Post Title:	Inclusion Officer
Reporting to:	Deputy Headteacher
Responsible for:	Inclusion Learning Provision
Scale:	Scale 6
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

Purpose:

Support and deliver the Trust's inclusion provision, providing tailored academic and pastoral support to students to promote successful reintegration into mainstream education. This role involves supporting internal placements, collaborating with external agencies, fostering positive behaviour, and aiding pupils' social-emotional development using restorative and nurture approaches.

Key Responsibilities:

Inclusion Provision Support

- Manage and support internal placements, meeting individual pupil needs.
- Apply restorative practices to improve behaviour and rebuild relationships.
- Facilitate reintegration into mainstream education with tailored interventions.

Collaboration and Liaison

- Work closely with external agencies (e.g., social services, educational psychologists) to coordinate support.
- Collaborate with pastoral and inclusion teams, attending meetings to monitor progress.
- Liaise with teachers, pastoral leaders, SENCO, and other key staff to enhance pupil support.
- Conduct outreach work with targeted pupils.

Curriculum and Learning Support

- Adapt curriculum to meet individual needs.
- Monitor pupil progress and deliver interventions to support learning and reintegration.

Parental Engagement

- Support review meetings and communicate behaviour expectations, progress, and reintegration plans with parents/carers.

Additional Responsibilities

- Provide wider pastoral support as directed, including 1:1 mentoring and check-ins.
- Comply with all safeguarding, child protection, data protection, and health & safety policies, reporting concerns promptly.

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
- Understand and comply with all other relevant school policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person Specification – Inclusion Officer

Criteria	Essential	Desirable	Evidence
Qualifications	- GCSE maths and English C+/4+ - NVQ level 3 minimum - Safeguarding qualifications - Evidence of continuing professional development	- Level 3 Safeguarding - First Aid	Application Documentary evidence
Experience	- Worked in a school and/or with young people - Strong track record of high-quality leading by example - Pastoral experience	- Teaching experience in more than one school - Experience of leading initiatives	Application Interview
Skills	- Clear commitment and effective practice to safeguarding. - A commitment to ensuring high standards of behaviour and attendance across the school, building an outstanding culture.	- Can lead staff/team CPD - Able to prioritise and delegate. - Ability to analyse data, monitor and evaluate progress	Application Interview
Knowledge	- Sound knowledge of current educational developments and how they impact on student wellbeing - Exam board and specification assessment schedules	SEND Expertise	Application Interview

Personal qualities	• A commitment to care, inclusion, equality and diversity • Self-confidence, personal impact and presence. • Eager to acquire further skills and career enhancement. • Able to retain a sense of perspective. • High levels of emotional intelligence. • The ability to hold difficult conversations with empathy and respect. • Calm, positive and optimistic whilst under pressure. • Ability to instil trust and confidence in pupils, their families, and staff. • Strong communication (literacy and oracy) and numeracy skills. • Active team member. • Able to manage time and prioritise effectively. • Patience, reflectiveness, and curiosity.		Application References
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