



**The
St Lawrence
Academy**
Treasuring Everyone
Transforming Community

Inclusion Support Officer



A Partner School of
**St Lawrence
Academies Trust**
Stronger Together



1. Copy of the Advertisement
2. The St Lawrence Academy Staffing Structure
3. Welcome Letter from the Chief Executive Officer
St Lawrence Academies Trust, Mike Adnitt
4. Welcome Letter from the Headteacher, Matt Hire
5. Welcome Letter from the Head Prefects
6. Job Description and Person Specification
7. Living in North Lincolnshire and academy location
8. How to Apply





The St Lawrence Academy

The St Lawrence Academy is a thriving Church Academy that has successfully served its local community since opening in 2008 and provides children with fantastic opportunities for personal and spiritual growth. Directors of St Lawrence Academies Trust and the Diocese of Lincoln are looking for an inspirational, talented and experienced school leader; one who can lead the Academy towards achieving academic excellence for our students and enable them to fully flourish.

The St Lawrence is an-oversubscribed academy for 11-16 year old students of all abilities. Our PAN now stands at 165. We currently have a roll of 790, which is due to be 810 in September 2023.

We serve a diverse community in Scunthorpe, North Lincolnshire. We are an inclusive Academy striving to meet the needs of all our learners in our caring environment. Students from all backgrounds and faiths, regardless of ability, are welcome. We are sponsored by the Diocese of Lincoln and have a strong Christian ethos.

We are looking for an ambitious and highly motivated individual to take on the role of:-

Inclusion Support Officer **32.25 hours per week - term time only** **Grade 6 pt 9 £23194 to pt 17 £26846 (£19862 to £23401)*** **Required ASAP**

This is an exciting opportunity to join a vibrant and successful Inclusion department working at The St Lawrence Academy. You will be part of a fantastic and highly motivated team that is determined to provide a transformational learning experience for every individual. The role will focus on supporting students academically and socially; removing barriers to learning and raising levels of achievement. The successful candidate will mainly supervise students in our Inclusion support base. You will support students to reflect on poor choices, offer strategies to make improved choices and to meet academy expectations. You may be required to support restorative practice to help improve relationships and social skills.

We will consider reasonable requests for job share or flexible working

The successful candidate will:

- Have a passion for supporting students to a high standard across both Key Stages
- Have the ability to support an inspiring and dynamic learning environment
- Have experience of a range of inclusion related issues
- Demonstrate a clear commitment to raising achievement and developing excellence
- Be passionate about transforming the lives of young people
- Be well organised, inspirational, ambitious and hard working
- Have the ability to meet deadlines, whilst remaining calm under pressure
- Have flexibility in approach, vision and commitment
- Have the ability to support and communicate effectively with students, parents, external agencies and colleagues
- Have the ability to cope with challenging situations and display relentless perseverance, determination and resilience

We can offer:

- An inclusive and inspirational church school environment within wonderful and vibrant new buildings
- Superb resources and facilities
- Access to the Local Government Pension Scheme

- Supportive and engaged leadership team, with a track record of developing staff to middle and senior leadership
- An outstanding community of staff and local governing board who work as a strong team to best support our students.
- A broad 3 year Key Stage 3 curriculum and 2 year Key Stage 4 curriculum with a philosophy of valuing all subjects
- A bespoke programme of induction and professional development personalised to help develop individual staff*
- A culture that prioritises students, their personal development and wellbeing, above everything else
- High standards and expectations of academic success and care, support and personal development of our students
- Access to a laptop if required and to documents from home via Google documents and web based software packages
- There may be the opportunity to consider a job share or flexibility to the hours of work

This post would suit:

- A person with previous experience with children who display challenging behaviour and who enjoys helping young people

For further details about The St Lawrence Academy and St Lawrence Academies Trust and an application pack please see our website at www.tsla.co.uk

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For an informal discussion about the role please contact Helen Hill, Inclusion Manager on 01724 842447 or email to hhill@tsla.co.uk

To apply please submit your completed application form, together with your formal letter of application to Lorna Johnson, PA to the Headteacher and SLT, to ljohnson@tsla.co.uk

Closing Date : Closing Date : Monday 20th November 2023 at gam Interviews To be confirmed

*April 2023 NJC Pay award pending

**Mid year term time adjustment



**Treasuring Everyone,
Transforming Community**

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



St Lawrence Academies Trust

Stronger Together

Welcome to ST LAWRENCE ACADEMIES TRUST

Mike Adnitt, CEO The St Lawrence Academies Trust

Thank you for your interest in working at The St Lawrence Academy, which is a valued partner school within St Lawrence Academies Trust.

St Lawrence Academies Trust is a new and growing Church of England Multi Academy Trust, based in the Diocese of Lincoln. We are currently a Trust of two schools, having been recently formed as part of the Lincoln Diocese MAT strategy. In September we will welcome our third new Partner School and work is already underway with other schools that are very interested in what our Trust has to offer.

The DfE awarded the Trust Pilot Funding to grow the Trust and in recent months we have increased our central team with excellent practitioners and leaders of school improvement. They will work with Headteachers to ensure a high quality of education and an environment in which students can flourish.

Our aim is to allow schools to become stronger by working together. The delegated responsibilities to schools allows our school leaders to have the flexibility to make curriculum and pedagogical decisions that drive school improvement for the children in their care. Our strong and experienced central team provides the valuable business, operational and educational support services that allow school leaders to focus on the provision and outcomes of children.

By working together we draw **strength for today** and give **bright hope for tomorrow**.

We embrace children and staff from both church schools and non-church schools, across both the primary and secondary age range. Provision and opportunities across the Trust must nurture our students and allow them to flourish, by helping them find the things they enjoy and are good at. We want them to become the leaders of the future. As a Diocesan Trust, Christian values and the exploration and understanding of the Christian faith underpins our work.

Unit 10-12 Concorde House
Kirmington Business Centre
Limber Road
Kirmington
North Lincolnshire
DN39 6YP
T 01724 747310
E enquiries@slatrust.co.uk
W www.slatrust.co.uk



Community

Integrity

Hope

Aspiration



**The
St Lawrence
Academy**

Welcome Letter

from the Headteacher

Welcome to The St Lawrence Academy

Firstly many thanks for your interest in us as an educational institution and for considering us at this stage in your career. The fact that you are looking at what we are about and what we can offer is both humbling and also important to us all here at the Academy.

It is an incredibly exciting time to be joining The St Lawrence Academy. Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. Whilst our outcomes continue to be strong, we focus on the holistic development and education of our students and are proud of their successes.

Our mission statement of "transformation for all" transcends to our students but also our wider body of staff as we seek to develop and guide people through our programmes of education, curriculum delivery but also through prioritising our staff development with a bespoke CPD session with additional time allocated for staff development on a Friday afternoon, where students finish early.

Our core values underpin our intent of creating an enriching and aspirational curriculum so that our young people can become successful learners, confident, well rounded individuals and also responsible citizens. Our building and facilities are something we continue to be very proud of with a significant amount of care and attention placed in ensuring our future plans and budgetary commitments match our ambition and intent.

The importance we place on our systems, digital platforms, technologies and staff access plus training continues to be a high priority to ensure that staff are fully resourced and comfortable but also that our students have the best access to learning resources that support, extend and challenge their learning journeys and outcomes.

We are more than happy to facilitate visits to the Academy and encourage you to come and see what The St Lawrence Academy is all about.

I look forward to hearing from you.

Matt Hire
Headteacher



GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



**The
St Lawrence
Academy**

Welcome Letter

from the Head Prefects

"Transform your life": the academy's motto that speaks the truth. During my transformative journey at The St Lawrence Academy, I can confidently affirm that I have transformed my life through experiencing both tremendous educational and personal growth. The academy provided an environment where I flourished, embracing new friendships, fostering self-assurance, and discovering my voice. Immersed in a vibrant community, I have had the privilege of interacting with individuals from diverse backgrounds, opening myself up to endless opportunities for learning and personal development. The prevailing sense of unity within the academy ensured that no challenge was ever faced alone, as both students and staff had support readily available at all times. Guided by a set of core values containing generosity, respect, justice, forgiveness and truth, the academy nurtured a positive mindset among students, emphasising the importance of character development to prepare them for the future. The prospect of teaching students who genuinely value and enjoy their education must be undeniably rewarding. So, why pass up on such a remarkable opportunity?

- Sajid Ahmed - Head Prefect

I can positively say that throughout the four years at The St Lawrence Academy, more than anything, I have grown. Whether it's making new friends, gaining self-confidence or finding my own voice, teachers were always there to provide a supportive environment to do so.

Working at the academy means mixing with an extremely diverse group of people and allowing yourself to learn and experience new things. There is quite a togetherness throughout the building meaning whenever you're facing challenges, it's never alone because students and staff are always willing to help. The core values instil a positive mindset throughout the students and are often mentioned for students to build their moral characters for when they leave. In my opinion teaching students who value and enjoy their education must be rewarding from a teachers point of view, so why miss out on an opportunity like this?

- Martyna Kuc - Head Prefect

I have been a student at The St Lawrence Academy for 4 years and I can confidently say that this academy is a great place for teachers to work at. My journey in this academy has truly been transformational and has given me many experiences that has improved me as a person. The academy fosters a supportive and collaborative environment that encourages professional development and growth. The leadership team is approachable and supportive of other students and teachers. The students are motivated and eager to learn, which makes teaching a rewarding experience. Overall The St Lawrence Academy is a fantastic place for both new and experienced teachers to work and grow in their careers.

- Muhammad Abdullah - Head Prefect



GREAT



Post: Inclusion Support Officer (ISO)

Responsible to: Inclusion Manager / Line Manager / Deputy Headteacher

Core Purposes:

- The core role will be to supervise students in the inclusion support base and to support the Inclusion department.

Main duties/responsibilities of the post:

- To work closely and alongside the Inclusion Manager in order to identify barriers to learning, areas of concern and areas of efficiency within the inclusion support base
- Report all incidents of Child Protection to the Child Protection Officer and assist as directed, following procedures
- Manage and attempt to resolve bullying issues and complete referral form for further intervention, if necessary, to the Anti Bullying Coordinator and ensure actions/ support is in place. May be required to support restorative conversations
- Supporting students in their learning – working with students who have emotional, behavioural or social difficulties to enable them to focus on improving levels of attainment, to stay on task and make better progress, thus improving achievement
- Intervene and attempt to resolve instances of behaviour, emotional, and, or, social difficulties, diffusing difficult situations and logging instances on MIS system, with the aim of improving behavioural skills
- To support and liaise with teaching staff and ensure students are set appropriate learning whilst in the inclusion support base, which best suits their needs to maximise their potential
- Identify students with behavioural issues and build positive relationships in order to allow students to discuss any issues/problems they may, have encouraging students to adopt the Academy core values
- Analysis/tracking of weekly reports in conjunction with the Inclusion Manager providing information for both teaching staff and tutors for students with behavioural issues.
- Provide reports and data for the Inclusion manager in relation to attendance, impact and engagement following the Intervention offered within the Inclusion support base. Upload restorative paperwork to student Behaviour Plans and log all incidents and progress made within the Inclusion Support base.
- Providing a positive link between the Academy and home.
- Communicate with parents to help support student motivation and progression both academically and pastorally



- Arranging for learning information for students who have been placed in inclusion support base and on completion of work referring to the relevant teacher for assessment. Mediate between staff and student on occasions where the situation is volatile
- Liaising with Teaching Staff and collating work for excluded students, contacting parents/carers and arranging collection of work
- Responsible for maintaining the Inclusion Support Base environment, which will include ensuring displays are up to date and engaging, reporting damage or IT issues, and having resources and learning materials available.
- Follow the Academy Behaviour Policy and ensure a consistent approach to supporting students to meet the expectations both within the Inclusion Support Base and the Academy. This will include providing clear expectations for the Inclusion Support Base, supporting students to reflect on poor behaviour choices and develop a student plan moving forward following their period of reflection.
- Be part of the Academy Duty Rota
- Ensure that all relevant staff are updated regarding incidents/actions/referrals via the most appropriate channel
- To undertake any reasonable task requested of them commensurable with the post

Selection Criteria:

- A willingness to work in a Church of England Sponsored Academy and fully support the vision and ethos of the academy
- A good standard of professional behaviour
- The ability to operate and use various pieces of technology, good working knowledge of SIMS or MIS electronic communication...
- Experience of setting up and interrogating SIMS (School Management Information System) and other databases
- Effective communication skills:
 - spoken – to deal with a variety of people at all levels from within and outside the academy, both in person, over the telephone and electronically, in a confident and sympathetic manner
 - written – to record accurate telephone messages and maintain records
- The ability to remain calm and meet predetermined deadlines whilst working in a pressurised environment with constant interruptions for a variety of reasons
- The ability to work as part of a team but also to be able to lead when required
- Willingness to undertake first aid training, if needed.
- A willingness to undertake relevant training in order to assist personal development and enhance the duties of the post



- A commitment to the Academy's and Local Authority's Equal Opportunities Policies.

General

- You will be expected to carry out all duties in the context of and in compliance with the Academy and Local Authority's Equal Opportunities Policies
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually with the post holder and may be subject to modification or amendment

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.

Updated by Helen West October 2023



	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people with challenging behaviour • Experience in supporting of children and young people with a range of inclusion issues • Experience of working in a secondary school, alternative provision or inclusion facility 	<ul style="list-style-type: none"> • Experience of developing effective strategies to promote inclusive learning • Experience of working with students and families from a range of cultures represented locally • Experience of working with external agencies • Experience of contributing to or leading an Early Help Plan • Experience of working under pressure • Experience of supporting students academically • Experience of working in an education setting 	<p>Application form</p> <p>Interview</p>
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of numeracy and literacy with English and Maths qualification of GCSE 4 or equivalent • Computer literate • Evidence of recent inclusion and behaviour management training 	<p>Training in inclusion based interventions, eg anger management, emotional regulation, boxall profiles, ASD, attachment, restorative justice</p>	<p>Application form</p> <p>Interview</p> <p>Test</p> <p>Certificates</p>
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative • Excellent interpersonal skills and communication skills with good organisation and time management • Understanding the need for confidentiality and GDPR 	<ul style="list-style-type: none"> • Knowledge of creating and monitoring learning / behaviour plans • Experience of dealing with child protection issues • Experience of conflict resolution with students • Commitment to diversity, safeguarding and health and safety • A commitment to developing partnerships with parents and the wider community • Experience of restorative practice 	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Activity</p>
PERSONAL AND PROFESSIONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Have high expectations of themselves and others within the academy community • The ability to inspire the trust and confidence of staff, students and parents • Be pro-active and self motivating with a readiness to innovate • A proven commitment to developing their own professional learning • Ability to actively deal with potentially difficult and disruptive situations • The potential or experience to work in teams and partnerships with staff and students alike • Be relentlessly positive • Embrace change and be passionate about improvement • Demonstrate a growth mindset and encourage it with others • Be consistent and fair • Be determined to close the gaps between student achievement and potential 	<ul style="list-style-type: none"> • A commitment to developing own professional development • Experience of mentoring/coaching/counselling students on a 1-1 with successful outcomes 	<p>Interview</p> <p>Activity</p> <p>References</p> <p>Health questionnaire</p>
WORKING ARRANGEMENTS	<ul style="list-style-type: none"> • Ability and willingness to be flexible 		<p>Application form</p> <p>Interview</p>



**The
St Lawrence
Academy**

Living in North Lincolnshire



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

The town centre offers independent retailers and a general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking. There are also shopping centres around the outskirts of the town.

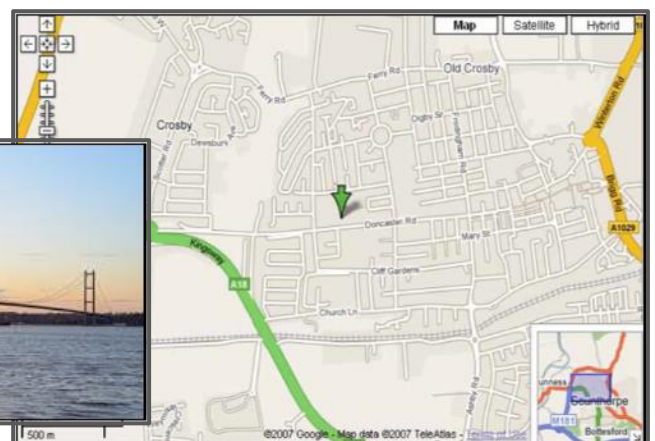
Location for The St Lawrence Academy Doncaster Road Scunthorpe DN15 7DF

☎ 01724 842447 ✉ enquiries@tsla.co.uk 🏠 www.tsla.co.uk

🐦 @TSLA_info 📘 @TheStLawrenceAcademy2008

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe. There is many areas of affordable and appealing housing in the area.

Scunthorpe is home to Scunthorpe United Football Club. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





The
St Lawrence
Academy

How to Apply

Applying

If you decide to apply for this post please download an application pack along with the Application Form from our website www.tsla.co.uk

We expect a formal letter of application (supporting statement), along with the Application Form, and it should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification and job description.

Please return your completed application by the closing date detailed on the advert to Lorna Johnson ljohnson@tsla.co.uk

Visits to the academy:

Candidates who would like a professional conversation about the role or to arrange a visit please contact Lorna Johnson, PA to the Headteacher and SLT on 01724 842447 or email to enquiries@tsla.co.uk

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

"The St Lawrence Academies Trust is dedicated to best supporting children, staff and local communities. Our philosophy is that our partner schools will be stronger together. Please visit the trust website www.slatrust.co.uk to find out more about the vision and ethos of The St Lawrence Academies Trust"





The St Lawrence Academy

A Transformational
Learning Experience

☎ 01724 842447 ✉ enquiries@tsla.co.uk 🏠 www.tsla.co.uk

🐦 @TSLA_info 📘 @TheStLawrenceAcademy2008



St Lawrence Academies Trust



The
St Lawrence
Academy

Treasuring
Everyone,
Transforming
Community

Stronger
Together

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



The St Lawrence Academy

Treasuring Everyone
Transforming Community



Treasuring **Everyone**,
Transforming **Community**

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH