



Abbey College
Inclusion Manager

Recruitment Schedule:

Application Deadline: 9th December 2019

Interviews: 11th December 2019

Inclusion Manager

Start: 1st January 2020

Salary: New scale Point 9-11



Dear Applicant,

Thank you for your interest in our Inclusion Manager post at Abbey College. We are seeking to appoint an enthusiastic and ambitious Inclusion Manager to join our team of brilliant staff.

Our results continue to increase and in 2019, 70% of our GCSE students achieved the top 4-9 grades in both English and Maths, with 51% achieving 5-9. We also had another year of strong Alevel results with 40% achieving A* or A grades and 78% achieving A*-C.

Our collective aim is to ensure that all students experience happiness, while they are challenged to meet goals and achieve their dreams, alongside celebration, reflection and tradition.

I believe that high quality teaching, learning, engagement and assessment is at the heart of every good school and our consistent success. After all a student's education is not a dress rehearsal; they only get one chance.

We are on a journey to reach Outstanding and we require an Inclusion Manager to help drive this vision. The successful applicant will lead on student Inclusion supporting students to be successful inside and outside of lessons.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like to visit the College please ring the office to arrange a convenient time.

A handwritten signature in black ink, which appears to read 'Andy Christoforou'.

Mr Andy Christoforou – Headteacher, Abbey College

About Abbey College

Abbey College, Ramsey is located in a small market town almost half way between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 70 teaching staff with an additional support team of over 75 members of staff.



1090

students including
120 in the sixth form



70

teaching staff



75+

support staff

The Abbey College Spirit is the set of virtues that underpins our school community. The spirit comprises of three key virtues: humility, intuition and passion, which we expect all members of our school community to work towards. The schools' reward system is based around the virtues; students are recognised when they demonstrate these in lessons as well as in the wider life of the school and beyond.

At Abbey College we regard staff well-being as a top priority and we are committed to ensuring our staff are always developing and growing. We have a full and extensive programme of CPD activities throughout the year and regularly share good practice.

For more information about the day to day life and the successes happening at the College, visit our Facebook page: www.facebook.com/RamseyAbbeyCollege.

About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes from London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.

Nearby



Job Description: Inclusion Manager

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Inclusion Manager Expectations:

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant Raising Standard Lead/ Head of Year.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.
- Establish constructive relationships with pupils, parents and colleagues to assist home-school communication and facilitate attendance.

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A more comprehensive job description and person specification can be found below



Abbey College, Abbey Road, Ramsey, Huntingdon, PE26 1DG

T: 01487 812 352

www.abbeycollege.cambs.sch.uk

Please complete the attached application form and return with a covering letter of no more than one side of A4 to Teresa Holland
Teresa.holland@abbeycollege.cambs.sch.uk



Inclusion manager

Start Date – 1st January 2020

New Scale Point 9-11

Hours per week: 8.30-4.30 (Mon-Thur) 8.30- 4pm Fri - 37 hours per week (0.5 hour lunch)

Term Time only plus 3 days

Lunch times to be taken outside of whole school lunch break; this does not however preclude the Inclusion Manager from applying to be a Midday supervisor.

JOB DESCRIPTION

Purpose:

Take a lead role in supporting the inclusive provision for behaviour management
Act as an advocate of the school's Inclusion for Learning Policy at all times, maintaining a positive and well-managed learning environment.
Have an understanding of pupil behaviour and a variety of behavioural management strategies.
Take the necessary steps to effectively manage pupil behaviour
Facilitate achieving school objectives and improvement initiatives related to pupil behaviour and wellbeing
Undertake training, attend INSET days and carry out relevant CPD to further develop understanding of pupils' social, mental and emotional health (SMEH) needs and resulting behavioural difficulties.
Participate in performance management/appraisal arrangements.
Undertake necessary administrative work, ensuring all records of behaviour management within the school are kept up-to-date.

Reports to:

SLT

Liaises with:

Raising Standards Leads/ Head of Year, Attendance Team, Student support team, EWO, SLT, teaching and support staff within the school, external agencies, pupils and families.

Guiding principles:

To focus on developing the 'learning character' of students in line with the school virtues
Focus on the individual students and their aspirations, eliminating barriers to achievement.
Consistent high standards of learning and progress across the College.
Efficient and effective communication with all stakeholders.

It is expected that the Inclusion manager will work at a strategic level in collaboration with the Lead Learners, Raising standards Leads and Attendance teams and SLT to promote these key principles and school improvement.

Key Responsibilities:

- To manage the internal inclusion room ensuring all students are supported with their learning and behaviour.
- Build positive relationships between staff and students using appropriate restorative justice approaches.
- Ensure that all staff members are aware of the school's Inclusion and Behaviour Policy.
- Provide staff members with advice regarding behaviour management strategies to improve classroom behaviour and create a healthy learning environment with the Teaching and Learning Lead.
- Provide induction training to all staff joining the school – link with Induction Policy.
- Act as a point of contact for staff members with behaviour related concerns so that all staff members are aware of the correct procedure to follow when reporting a behaviour related incident.
- Assist with implementing individual pupils' learning plans, pastoral support plans and behaviour contracts; Make necessary staff members aware of individual pupils' behavioural needs.
- Coordinate and assist with the removal of students that breach the schools rules.
- Act as the point of contact between parents and the school with regard to student behavior.
- Liaise with Primary Transition lead/team for effective transition of students with behavioural needs.
- Make staff members aware of effective de-escalation and calming strategies.
- Ensure resources are suitable for learning activities and effectively support the needs of pupils.
- Ensure consistent compliance of policies and procedures relating to safeguarding and child protection, health and safety, confidentiality and data protection throughout the school.
- Develop and implement effective behaviour management strategies across the school, including discipline systems.
- Ensure all behavioural events are recorded on the school's management information system; parents receive this information.
- Contribute to and undertake risk assessments of pupils, identifying where help is needed.
- Develop and implement policies and procedures in order to support pupils' SEMH.
- Assess the needs of pupils and use specialist knowledge to support pupils' learning and behavioural development.
- Provide feedback in relation to pupils' progress, achievement, behaviour and attendance.
- Contribute to the writing of individual pupils' learning plans, pastoral support plans, behaviour risk assessments and behaviour contracts with RSLs/HOY.
- Ensure tracking and monitoring reports are sent weekly to SLT/RSL/HOY
- Lead on the monitoring and support of pupils returning to school following exclusion or an extended period of absence.

Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant RSL/HOY.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.
- Establish constructive relationships with pupils, parents and colleagues to assist home-school communication and facilitate attendance.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Safeguarding Statement

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom he/she comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College he/she must report any concerns to the College's Child Protection Officer.

Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Employment Application Form: Support

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Please state where you saw this advert:

1. Vacancy Job Title	2.
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Part 1: Information for Shortlisting and Interviewing

Initials _____ Surname or Family Name _____

1. Letter of Application. Please enclose a letter of application.

2. Current/Most Recent Employment:

3. Name, address of employer	
4. Job title 5. Please enclose a copy of the job description, if possible	
6. Date appointed to current post	
7. Current salary	
8. Date available to begin new job	

3. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full or part- time	Dates	(DD/MM/YYYY)	Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary.

4. Secondary Education and Qualifications (e.g. GCSE)

Name of school/college	From	To	Qualifications gained

5. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		

6. Other Relevant Experience, Interests and Skills

7. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

9. Title and name	
10. Address and post code	
11. Telephone number	
12. Email address	
13. Job title	
14. Relationship to applicant	

I consent to this reference being requested before interview.

Yes ☐ No ☐

Second Referee

15. Title and name	
16. Address and post code	
17. Telephone number	
18. Email address	
19. Job title	
20. Relationship to applicant	

I consent to this reference being requested before interview.

Yes ☐ No ☐

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

8. Personal Information

1. Surname or family name		
2. All forenames		
3. Title		
4. Current address		
5. Postcode		
6. Home telephone number		
7. Mobile telephone number		
8. Email address		
9. Do you have a current full clean driving licence? <i>Only applicable for posts that require driving</i>	Yes	No
10. Do you require sponsorship (previously a work permit)?	Yes	No
If YES please provide details under separate cover.		

9. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

10. Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a

result of this recruitment process in which case this application form will be retained as part of your personnel record.

11. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

12. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: _____

Print Name: _____

Date: _____

Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic group	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		Write in:	
Prefer not to say	REFU		

Sexual orientation	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

