

# Inclusion Manager

The Hart School  
October 2024



**THE HART  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Colleague



**Thank you for your interest in joining the team at The Hart School.**

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in June 2023.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham  
Principal

**“We Do  
By working together, learning  
together and winning together”**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

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[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care..

## Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.**

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



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# INCLUSION MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

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## LOCATION

The Hart School, Rugeley

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## SALARY & HOURS

- Grade 6 - £25,119 per annum (actual salary £21,603)
  - Term-time only
  - 37 hours per week (8.30am start)
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## THE ROLE

To contribute to the overall achievement of students by developing positive behaviour and learning habits. To support students who need additional help with behaviour management through the school's internal exclusion facility. To support the year teams in implementing the school improvement plan.

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## REPORTING LINES

Reports to the member of Senior Leadership in charge of Behaviour.

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## KEY RESPONSIBILITIES

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- Establish Positive relationships with students and their families.
- To support the safeguarding of all students and routinely update on any concerns on CPOMS.
- To support high-profile students during lessons and unstructured times through the internal exclusion facility, to promote a calm and productive environment.
- To respond to on call and book into the school's reflection room.
- To monitor the behaviour hotspot areas to prevent truancy and damage to school property.
- To staff the Internal Exclusion room and to provide cover for other allocated staff as appropriate.
- Ensure that internal exclusion workspaces are well presented and are maintained in line with school health and safety expectations.
- Support punctuality detentions and support the attendance to any other form of behavioural detention.

- Complete gate duties as directed by the SLT support.
- To be on duty, as directed, across the school during breaks.
- Liaise regularly with parents and carers and work collaboratively with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- To contribute to the completion and implementation of a Student Support Plan, which clearly identify a students' needs, the stakeholder's actions and clear consequences of breaching the agreement as well as attending regular review meetings as required.
- To keep accurate records of interventions with students and accurate evaluations of the impact of intervention.
- To support the running of re-admission meetings and to ensure accurate records are kept on Arbor.
- Provide students with behaviour support on a 1:1 basis or in small groups, as directed by the Assistant Principal for Behaviour or the Senior Leadership Team.
- To lead on restorative interventions, which support students positively and sensitively resolve conflict.
- To ensure new students receive an induction into the Reflection Room and that expectations are made clear.
- Support the promotion of parent and carer evenings and take action to improve attendance to these events.
- Provide behaviour support in assemblies when required.
- To maintain a high level of confidentiality.

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## SCHOOL ETHOS AND COMMUNITY

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- Support the school's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
  - Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
  - To be active in issues of student welfare and support.
  - Support and work in collaboration with colleagues and other professionals in and beyond the school.
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## **SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST**

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- Contribute to collaborative work across Creative Education Trust schools by participating in trust-wide work and projects.
  - Participate in Creative Education Trust and sector-wide activities to share best practice.
  - Undertake any other reasonable duties deemed appropriate to the role.
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## **SUPPORT FOR THE SCHOOL**

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- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
  - Be aware of and support diversity and ensure equal opportunities for all.
  - Contribute to the overall ethos and aims of the school.
  - Appreciate and support the role of other professionals.
  - Attend and participate in relevant meetings as required.
  - Participate in training and other learning activities and professional development as required.
  - Recognise own strengths and areas of expertise and use these to advise and support others.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

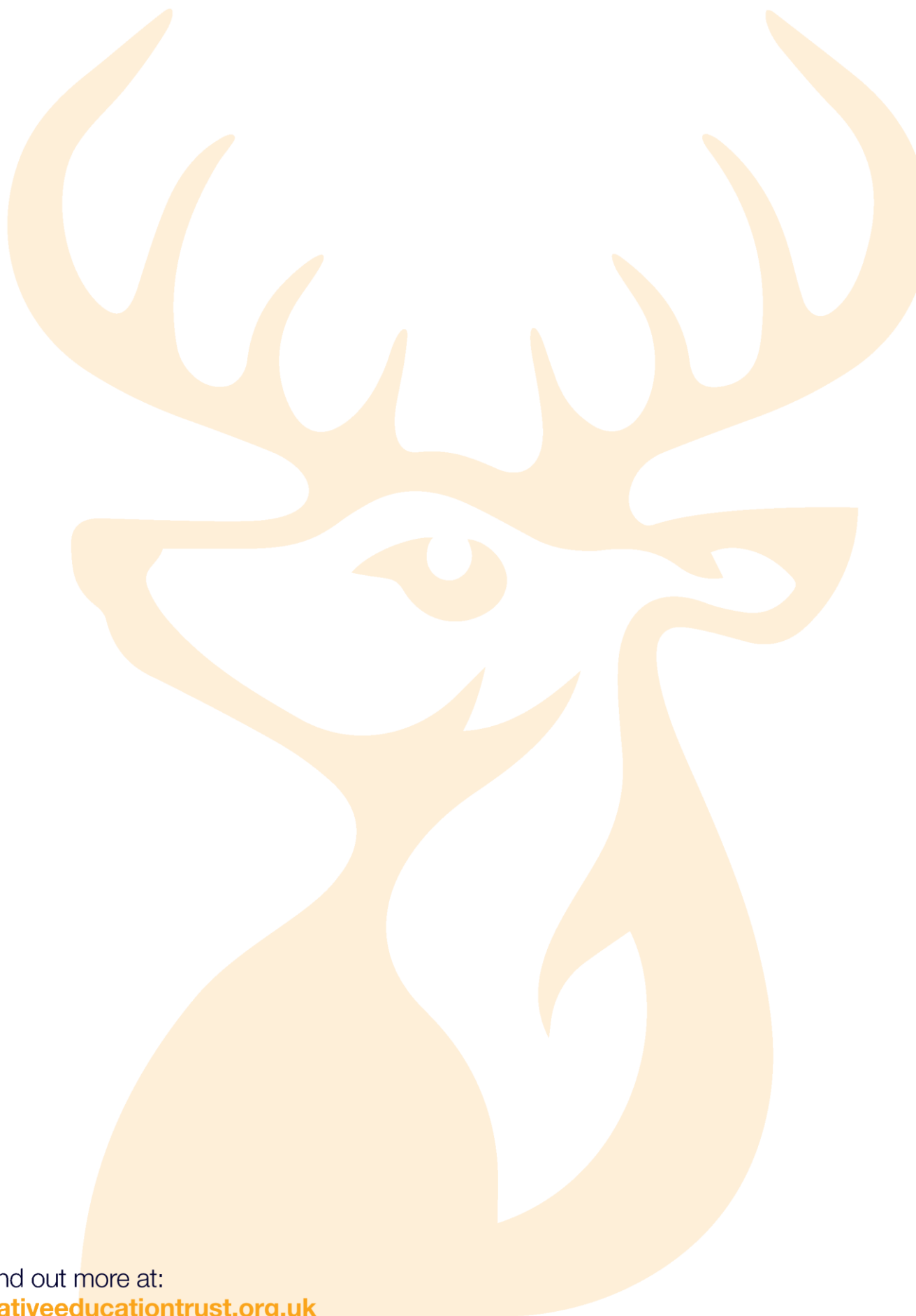
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PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and maths. Grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>A knowledge and understanding of learner's needs in a specialist area</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements</li> <li>Understanding of aims, content, teaching strategies and intended outcomes in lessons</li> <li>Working and supporting learners in an educational environment</li> <li>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups</li> <li>Knowledge of the key factors affecting the way young people learn</li> <li>Knowledge of a range of strategies to establish purposeful learning and promote good behaviour</li> <li>Teamwork – Proven experience of effective team and independent working</li> </ul>	<ul style="list-style-type: none"> <li>Successful experience in the Secondary setting</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> <li>Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.</li> <li>Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li> <li>Use of ICT to advance both own and students' learning</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Motivation to work with children</li> <li>Ability to form and maintain appropriate relationships and personal boundaries</li> <li>Emotional resilience in working with challenging behaviours and attitudes</li> <li>Must have excellent communication skills, both verbal and written.</li> <li>Must have the ability to work calmly under pressure and have the ability to adapt quickly.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

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