



THE BILLERICAY SCHOOL

A Compass Education Trust School

Job Title	Inclusion Hub Lead
Grade/Salary	Scale 9 – Point 29 to 33 £28,475.65-£31,882.08
Hours	37 hours per week Monday to Thursday 8:00am – 4:00pm and Friday 8:00am to 3:30pm Term time only (38 weeks per year) plus pay for additional hours
Date Required	As soon as reasonably possible
Closing Date	Friday 1 July 2022 @ 09.00 am
Interview Date	Week commencing Monday 4th July
Reporting To	Deputy Headteacher, Head of Pastoral

Details

We are looking for an enthusiastic, reliable and inspiring person to take on this new role as Inclusion Hub Lead to supervise students in the Internal Inclusion room. This facility will form a key element of the school overall behaviour and sanctions framework and the successful candidate will work to develop resources and programmes to allow restorative behaviour and emotional regulation strategies to be developed. The role will support our school to offer a more personalised curriculum for a small number of key students for pre-defined amounts of time as needed.

We are looking for someone who will embrace the ethos of the school and who will develop a centre of excellence provision which will embody our ethos 'caring about success'. The successful candidate will demonstrate a commitment to supporting student engagement within our curriculum and improving students' ability to shine. They will have an unshakable belief in every student's entitlement to the highest-quality education and their ability to achieve and learn, whatever their personal circumstances.

The successful candidate will have:

- The ability to work with SLT to develop a truly inclusive provision which has an impact on both the individuals and their impact on our wider school.
- The enthusiasm to engage with SEND, Curriculum and SEMH training as identified.
- The ability to engage positively and build working relationships with a wide range of young people and their families
- The ability to encourage positive and respectful student behaviour
- An awareness of de-escalation procedures and positive behaviour management strategies
- The enthusiasm to learn about our curriculum and to engage in leading on developing a curriculum offer that works in our hub
- The ability to work effectively as part of a team with teaching staff and outside agencies
- Excellent interpersonal, written, and oral communication and presentation skills
- A willingness to manage their own time effectively, work flexibly, and use their own initiative



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Principal Responsibilities

- To lead and manage our Inclusion Hub
- To supervise students whilst internally excluded, ensuring a safe, nurturing, disciplined work environment at all times
- To coordinate and contribute to the production of the curriculum and restorative action student work packs
- To work with the Pastoral Team promoting good behaviour
- To have specific management responsibilities for appropriate support staff
- To champion Trauma Perceptive Practice [TPP] strategies

Main Duties

- To lead and manage Inclusion Hub, organising students when they arrive and ensuring students are kept on task
- To be responsible for resources and resourcing in our Hub
- To liaise with parents and staff on students placed in our Hub
- To maintain a strong discipline and work approach
- Monitor that the work and behaviours are meeting the required standard
- To supervise students during break and lunch, if appropriate (appropriate breaks will be given)
- To set work for the students in our Hub according to curriculum and restorative action needs
- To lead on a daily report and room logs on student on behaviour, attitude and curriculum accessed
- To liaise with attendance officer daily with information on students in the inclusion hub to have oversight of student access to the provision (include record keeping)
- To attend external meetings as required
- Promote positive student behaviour in line with school policies and keep students on task
- To support in any restorative process required to support the student re-engaging with their lessons.
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- To respect confidentiality at all times
- To make yourself familiar with CPOMS [Child Protection Online Management System] and log entries where relevant
- To make yourself familiar with on line social media platforms and develop the ability to investigate any issues arising from student use of these platforms

General

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and inclusion and ensure all pupils have equal access to opportunities to learn and develop in line with our Equal Opportunities policy
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.



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- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To hold an up-to-date first aid certificate (or be willing to complete the relevant qualification following appointment to the post)

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support. With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions.

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Well completed application form Two suitable references 	
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 in English and Maths or equivalent (C grade or above) 	<ul style="list-style-type: none"> NVQ Level 3 in learning support/behaviour support or equivalent qualification/experience
Experience	<ul style="list-style-type: none"> Successful experience working with children in a school or similar environment 	<ul style="list-style-type: none"> Experience in a behaviour base or similar environment
Professional Development	<ul style="list-style-type: none"> Participate in the evaluation of the support programme and to contribute to assessment, planning, monitoring and evaluations. Identify and undertake personal development opportunities and suggest personal development targets 	<ul style="list-style-type: none"> Evidence of training or further learning in related field
Skills	<ul style="list-style-type: none"> Being aware of and working with policies in relation to inclusion, child protection and physical contact with pupils. Ability to write detailed reports, letters and complete returns. Ability to use clear language to communicate information unambiguously and to listen effectively Ability to negotiate effectively with adults and children Ability to demonstrate a range of effective behaviour management strategies Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting Ability to assess progress and performance and recommend appropriate strategies to support development Ability to work with parents and carers to improve support for children 	<ul style="list-style-type: none"> Specialist language/communication skills if appropriate Contribute to the development and implementation of effective systems to share and safeguard information
Special Knowledge	<ul style="list-style-type: none"> Good working knowledge of ICT to support learning Good understanding of the school curriculum Understand and support the importance of physical and emotional wellbeing programme Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently 	<ul style="list-style-type: none"> Good working knowledge of specialist curriculum area(s) if appropriate Good understanding of child development
Personal Attributes	<ul style="list-style-type: none"> Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults Ability to make a distinctive contribution to the work of a team High expectations of self and others The ability to work to deadlines and under pressure Ability to ensure confidentiality Ability to be a self-starter, work in a team and deliver agreed objectives Approachable 	