



PUTTING PROGRESS FIRST

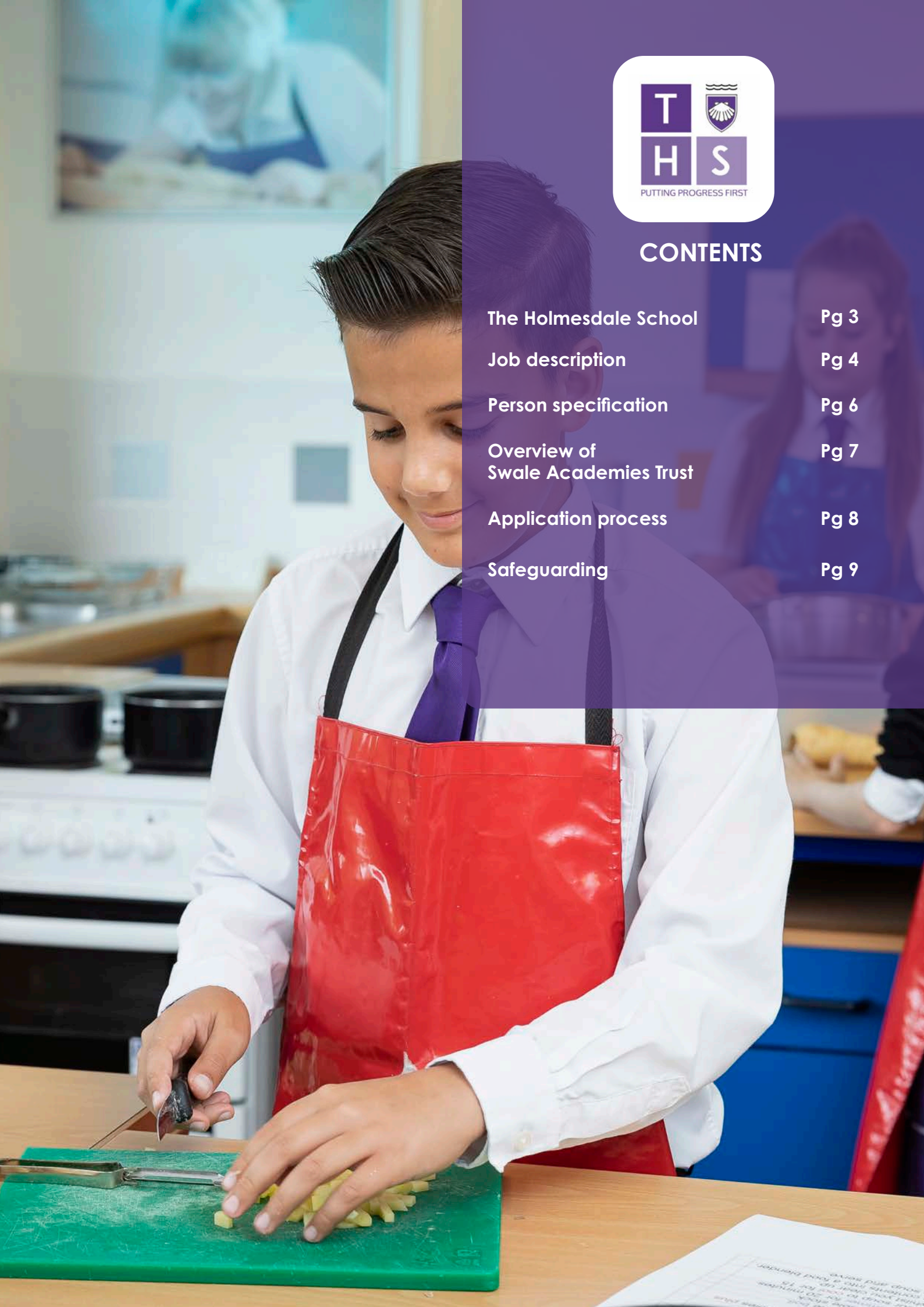
THE
HOLMESDALE
SCHOOL

**Student Support and
Inclusion Room Manager**
INFORMATION



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Dear Applicant

Student Support & Inclusion Room Manager

Thank you for expressing an interest in the advertised Student Support & Inclusion Room Manager post. We hope you will take a look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

I have recently joined the school as Head of School and look forward to taking the school from being in a category to good. I am an experienced school leader who has supported a range of schools within Swale Academies Trust to improve Ofsted grading. To achieve this we ensured that expectations were high and we prioritised support and development for teachers and are proud of the fact that teachers there have become recognised experts in their fields and have gone on to support other schools and departments.

The Holmesdale School is a small school with excellent facilities and a new dynamic leadership team that is already driving up standards. Pupils are keen to learn, come to school regularly and are rarely late. The school has a staff body that are committed to improvement and are keen to welcome new teachers into their team. This school provides an exciting opportunity for teaching professionals to make a significant difference to pupils lives and also to develop their own career.

At The Holmesdale School, we recognise that there is much work to be done and we are now working with the Swale Academies Trust to rapidly improve the progress of pupils. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent and East Sussex. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

The successful applicants will therefore join a large dynamic organisation that puts learning at the centre of all that we do. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress. We therefore seek well-qualified, highly skilled, and enthusiastic leaders, who have the highest of expectations of both themselves, the staff and the students in their classes. We want leaders who enjoy working with a diverse staff and young people of all abilities and differing needs. If you became part of our team we believe we could offer you a number of benefits. You would become part of something unique and successful and we can offer an exceptional package of professional development, ranging from a Master's Degree, an improving leadership programme, and support for aspiring heads to obtain the NPQH qualification.

We want to appoint teachers of the highest calibre and realise that we also have to offer a substantial remuneration package, including enhancements for working in a challenging context. Finally, should you join us, you will be working alongside Swale Academies Trust. Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references.

As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

We very much look forward to receiving your application.

Yours faithfully



Mr Lee Downey

JOB DESCRIPTION



Job Title: Student Support & Inclusion Room Manager
Grade: SAT 6
Responsible to: Assistant Headteacher

Purpose of the job

Pastoral care and academic progress of students across the Communities
To manage and lead the Inclusion Room ensuring that appropriate tone and discipline is maintained. To contribute to progress by managing student behaviour to ensure that all work is completed.
To reduce barriers to learning by supporting students with behaviour management issues.

PRINCIPAL RESPONSIBILITY

To monitor and communicate the overall behaviour, attendance and progress of students within a designated community.

Key Accountabilities:

Leadership & management of student welfare and progress

- To create and maintain a community ethos in line with the school's ethos
- To be a role model for staff and students
- Ensure the consistent implementation of behaviour, reward and homework policies and practices
- Ensure the consistent implementation of attendance and punctuality procedures
- To get to know students in the community as well as possible
- Promote and celebrate community activities and individuals' achievements
- Support and challenge individual students whose behaviour is a concern through PSPs and other school strategies
- Manage behavioural incidents promptly and effectively
- Effective communication with the SENCO, ensuring vulnerable students are fully supported
- Liaise and work alongside the DSL, as and when appropriate, on any safeguarding/child protection concerns
- Ensure the smooth induction of new entrants to the community, including admissions procedures
- Share with middle leaders, or SLT as appropriate, any concerns regarding progress being made in class by students
- Coordinate social, charity and extra-curricular activities for the community
- To monitor the progress of students and induct new-comers to the community
- To insist on high standards of co-operation and behaviour and initiate action as necessary
- To insist on high standards of school uniform and initiate action as necessary
- To secure high levels of attendance by monitoring and actioning attendance issues, working collaboratively with SSM peers for the whole school and meeting with the Deputy Headteacher.
- Ensure that all staff are aware of which students are placed in the Inclusion Room
- To request suitable work for each student from their class teacher(s) and/or Subject Head(s) with as much notice as possible
- To register all students
- To enable and support students to reflect on their behaviour and to identify strategies to avoid repeating the behaviour
- To apply all policies consistently whilst in the Inclusion Room

JOB DESCRIPTION



Leadership & management of student welfare and progress (Continued)

- To manage students at break
- To maintain the learning environment in the Inclusion Room, including displays
- To ensure that all completed work is returned to the department
- To support students' learning where possible
- To communicate any problems to Line Manager and/or SLT on duty
- To liaise with parents, students and staff as required
- Follow all school's safeguarding procedures
- Ensure that all students are supervised at all times
- To monitor student progress in the Inclusion Room

Additional Responsibilities

- To manage the school's behaviour and interventions package
- To review and evaluate the impact of behaviour interventions
- To maintain all student behaviour records on SIMS
- To communicate to stakeholders through the school's texting service

Effective Communication

- Together with the Assistant Headteacher, co-ordinate all information received from staff, parents and outside agencies regarding individual students
- Respond promptly to parental communication and be available for effective home-school liaison
- To keep parents informed of students' progress and make contact and invite in as necessary
- To keep staff informed of outcomes following action.
- Keep accurate records of all communications with parents
- Ensure information in student files are kept accurately

Health & Safety

To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

Safeguarding

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Holmesdale. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

PERSON SPECIFICATION



Person Specification

Job Title: Student Support & Inclusion Room Manager

Grade: Kent Range 5

Responsible to: Assistant Headteacher

- Level 2 qualifications in English and Maths
- Experience of working with young people in a learning environment
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Understanding of relevant policies, codes of practice, legislation.
- Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving. (Growth mindset)
- Must have excellent communication skills, both verbal and written.
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- Knowledge of SIMS.net an advantage although training will be given.



Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Louise Bates
The Holmesdale School
Malling Road
Snodland
ME6 5HS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
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JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732