



The Gateway

A Personalised Approach to Learning

Inclusion Support Officer

The Gateway at Future Schools Trust



Build your Career, Shape
your Future, Apply today

The Gateway is an inclusive provision within Future Schools Trust, tailoring curriculum needs to specific students from within our multi-academy trust.

The Gateway is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.

**Future
Schools
Trust**

A great place to be



The Gateway

A Personalised Approach to Learning

Contents

Welcome	3
Advert	4
Job Description	5
Trust CEO Welcome	6
How to Apply	7
What We Offer	8

Welcome from the Head of The Gateway

Lewis Smith
BA (Hons)



At The Gateway we welcome dedicated, enthusiastic Teachers who are eager to be part of our dynamic school team.

The Gateway offers a personalised approach to learning with a curriculum designed to meet the needs of each individual student, whilst at the same time developing the young person and implementing specific interventions to support their needs.

The Gateway plays a vital role in providing a welcoming and inclusive provision to encourage attendance and ensure our students experience an environment that they can have pride in and is conducive to learning, progress and personal development.

Our students' wellbeing is at the heart of our Academy. At Gateway we enable students to explore and celebrate their unique personal qualities, whilst supporting their learning through personalised interventions. These aim to build their confidence, resilience and reconnect with a love of learning.

Our focus is on academic progress for all students. However, we also place a large emphasis on developing positive behaviours, becoming a positive member of the Gateway community and the wider local community.

Furthermore, at the Gateway we pride ourselves on being an amazing place to work and develop as a teacher. We provide an extensive CPD programme across the Trust and numerous routes to develop as a professional within a rewarding and motivating environment.

We look forward to welcoming you to The Gateway.

Post:	Inclusion Support Officer
School:	The Gateway
Responsible to:	Head of The Gateway
Salary:	FST Grade H1-5

Purpose

- To support the Gateway team and implement new strategies to ensure the highest quality of care, guidance and support for our students.
- To support the Lead DSL and Deputy DSL with implementing the highest level of safeguarding at the Gateway.
- To support teachers, students and parents to ensure the highest standards of behaviour, attendance and engagement.
- To support the Head of the Gateway with the smooth running of the school, including Gateway Engagement.
- Develop and maintain the Gateway calendar and liaise with internal and external colleagues to arrange meetings with the Head of the Gateway.
- To support students in developing self-management strategies, this maybe through 1:1 and small group mentoring.
- To monitor the attendance and punctuality of all students. Liaise with the FLO and Attendance Team within the Trust to implement interventions to improve student attendance.
- To conduct meetings with parents/carers when a concern is of a welfare/pastoral nature.
- To support reintegration meetings for students returning from suspensions.
- To work alongside members of the Gateway team and liaise with New Line Learning Academy and Cornwallis Academy to implement PSP's, risk assessments, and internal and external referrals.
- To liaise with external agencies. Action, monitor and review as well as complete any other paperwork that supports the wellbeing of a young person.

Main duties and responsibilities

- To support the Gateway team and implement new strategies to ensure the highest quality of care, guidance and support for our students.
- To challenge and motivate students. Promoting and developing their self-esteem.
- To be a role model for our students, demonstrating the highest levels of professionalism.
- Liaise with other relevant staff to gather information about students and to provide updates.
- Work with students and parents/carers to identify barriers to learning and develop appropriate strategies to overcome these.
- To attend pastoral and inclusion meetings and to take minutes when needed.
- To maintain robust records of safeguarding concerns and behaviour on portals such as CPoms.
- To ensure that all staff are kept informed of any welfare issues affecting students.
- Devise and implement strategies to help students overcome friendship and bullying issues.
- To support with the planning and implementation of trips and visits for our students
- To support the Gateway team with the delivery of our carers and PSHE.
- Work with the Trust pastoral team's and external agencies in order to devise and implement strategies to identify and overcome student barriers to attendance and learning.
- To oversee the induction of students that join Gateway.
- Ensure the Gateway team have an overview of each student joining Gateway and all key information.
- Develop links and build relationships with parents/carers, to answer routine queries to support our students and families.
- Conduct home visits where necessary to support our students and their families.
- To promote the school ethos and help consistency when it comes to implementing school's policies, procedures and vision.
- To carry out, as requested from time to time, any other relevant duties as may be reasonably required by the Head of School.

Other Duties:

- To follow safeguarding and child protection policies and procedures.
- Promote consistency of behaviour management across the school.
- To support students to commit to the school's behaviour and attendance policies by working with individuals or small groups.
- Administrative tasks as directed by the Head of the Gateway.
- To keep personal records of all staff development activities in which you are/have been involved.
- Attend additional training as directed to support role development.

Person Specification

- Successful recent experience of working with students of relevant age.
- Good standard of Education (5 A* - C GCSE certificates or equivalent).
- Excellent interpersonal skills, both verbal and written.
- Highly organised.
- Strong computer skills including the use of Microsoft Office.
- Ability to use initiative, work within a team in a fast paced and challenging environment.
- Able to establish a rapport with young people and foster positive relationships.
- Able to build a rapport with parents/carers and foster positive relationships.
- Previous experience of working within an inclusive learning environment
- Previous experience of working within a school would be advantageous and have a knowledge of using Sims.
- Must be able to use own initiative, work independently in an orderly manner, motivate and inspire others with a creative approach to problem solving.
- Understanding of relevant policies, codes of practice, legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Know how to support vulnerable children (including those at risk of significant harm)
- Flexible and reliable.
- Key understanding of safeguarding.
- Willingness to undertake key safeguarding and first aid qualifications.
- Proven ability to maintain high professional standards

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet

BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.newlinelearning.com/vacancies

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet', written over a light blue abstract graphic element.

Isabelle Linney-Drouet
Chief Executive Officer

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)



Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.newlinelearning.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.



WWW.FUTURESCHOOLSTRUST.COM

 [futureschoolstrust](https://www.instagram.com/futureschoolstrust)

 [Future Schools Trust](https://www.facebook.com/FutureSchoolsTrust)

 [Future Schools Trust](https://www.linkedin.com/company/FutureSchoolsTrust)

 [fstrust](https://twitter.com/fstrust)