



Inclusion Worker (Classroom Assistant)

# Recruitment Pack



Nurturing Inclusive learning communities



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## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital new post of Inclusion Worker at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

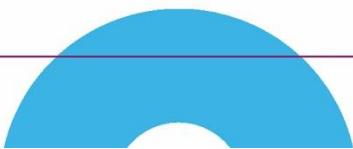
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We currently have three academies (Ethos College, Reach Academy and Engage Academy) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster  
CEO, Ethos Academy Trust



# TRUST MISSION

**Nurturing inclusive learning communities:** Focussed on maximising the life chances of all children, Ethos Academy Trust embraces a forward-thinking and open-minded outlook, informed by a thorough understanding of the strengths and needs of our pupils, parents / carers, local schools and the wider community.

## ETHOS CORE VALUES

### LEADING with integrity

- Championing honesty and transparency
- Building trusting relationships

### THINKING innovatively

- Finding creative solutions
- Meeting individual need

### IMPROVING continuously

- Raising standards
- Developing strong and effective leaders

### ENCOURAGING freedom and responsibility

- Working collaboratively
- Investing in effective partnerships

### CELEBRATING achievement

- Improving academic progress
- Enriching personal development



**Ethos College** provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



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## WHY WORK FOR THE TRUST?

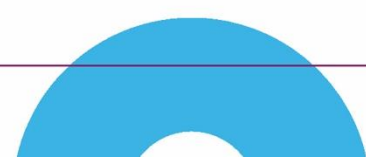
Ethos Academy Trust is based in West Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
  - All employees have the opportunity to access a pension scheme.
  - All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
  - An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
  - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
  - Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.
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# STAFF JOURNEY

I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

**EMMA GANNON, TEACHER**







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I feel that my views and opinions are valued and that I am trusted to be the kind of teacher I want to be. The support and training I have received has been both timely and relevant. I have been given information that means I follow the Ethos methods when delivering a service whilst having the space and opportunity to use my own initiative and work in a way that suits me.

Staff Testimonial

March 2019



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## ADVERT FOR INCLUSION WORKER (CLASSROOM ASSISTANT)

Inclusion Worker (Classroom Assistant) Reach Academy

Salary: £22,462 - £23,836 (reduced to £17,112 - £18,159 in accordance with the part-time, term time contract)

Grade: 7

Hours: 32.5 hours per week, permanent, term time only + 5 days

### About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees, West Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our three academies (Ethos College, Reach Academy and Engage Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils from across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint an inspirational Inclusion Worker (Classroom Assistant) to join our passionate and hardworking team at Reach Academy. Reach Academy is rated as "Good" by Ofsted and is an Alternative Provision for Key Stage 3 pupils.

The role will be to successfully motivate, inspire and engage vulnerable children and their families. You will assist in the delivery of lessons to pupils in a group and also support pupils on a 1:1 basis (in and out of the classroom environment), to re-focus pupils in learning and engagement. You will be key in the development of pupils' essential skills and emotional resilience in a stimulating and supportive environment. You will be required to work imaginatively and in partnership with parents and carers, teaching and support staff in schools and other professionals in order to achieve the very best outcomes for the pupils. You will be integral to the success of the pupils at Reach and support their academic and pastoral needs.

If you are looking for a new and rewarding challenge in education, you are committed and passionate then we look forward to hearing from you.

Closing date: 11 November 2020

Interview date: 20 November 2020

If you require further information please contact Hannah Lord, Head Teacher at [hannah.lord@eat.uk.com](mailto:hannah.lord@eat.uk.com).



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## INCLUSION WORKER (CLASSROOM ASSISTANT) JOB DESCRIPTION

<b>Job title</b>	Inclusion Worker (Classroom Assistant)
<b>Location</b>	Batley, West Yorkshire
<b>Hours</b>	32.5 hours per week, permanent, term time only plus 5 days
<b>Reports to</b>	Senior Inclusion Worker/Class Teacher
<b>Staff responsible for</b>	No staff responsibility
<b>Closing Date</b>	11 November 2020
<b>Salary/Grade</b>	£22,462 - £23,836 (reduced to £17,112 - £18,159 in accordance with the part-time, term time contract)
<b>Job Purpose</b>	The Inclusion Worker role will focus on providing positive, aspirational outcomes for pupils with complex social, emotional and mental health (SEMH) needs through high quality support and engagement supporting transition and securing pupils' physical, emotional wellbeing, whilst raising their self-esteem and encouraging independence.

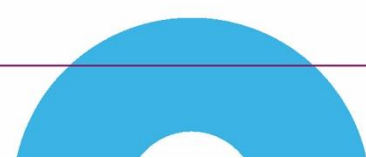




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## KEY OBJECTIVES AND ACCOUNTABILITIES

### Main Duties

- Provide support within class, under the direction of the class teacher/line manager to enable all pupils to make progress across the curriculum.
  - Support pupils through all areas of transition by liaising with internal and external stakeholders.
  - Complete Boxall profiling assessments and develop action plans alongside colleagues to ensure nurture principles and necessary interventions are consistently in practice within the classrooms and wider school; full training will be provided;
  - Attend relevant meetings to support pupils and families and support with the necessary documentation;
  - Undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the core values of the academy and the wider Trust;
  - Update pupil records on the relevant system to record accurate, objective reflections as needed;
  - Participate in and assist in supervision of educational visits in conjunction with the teacher/line manager;
  - Promote positive pupil behaviour, dealing promptly with conduct and incidents inline with established policy and encourage pupils to take responsibility for their own behaviour;
  - Participate in the relevant training and continuous professional development to enhance skills, knowledge and experience.
  - Support the needs of individual pupils as stated on their My Support Plan and Educational Health and Care Plans and other relevant plans to maximise progress towards their outcomes;
  - Confidently use de-escalation, positive handling and intervention, (as modelled through Team Teach approach) in line with school policy and pupils' support plans; full training will be provided;
  - Supervise and support pupils at break times, lunchtimes and extra-curricular activities, and travel to and from school as required;
  - Develop trusting relationships with parents/carers, through regular contact, keeping parents informed of their child's progress and support identified needs;
  - Work alongside external agencies and key professionals, such as Educational Psychologists, CAMHS, and Family Support Workers, to ensure pupils' needs are being met and key information is shared in a timely and effective manner;
  - Ensure technology is used appropriately and effectively to support learning activities;
  - Carry out duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
  - Other duties and responsibilities of an equivalent nature are undertaken, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
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## General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend meetings within the Trust, at its academies and external events as required.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Work effectively and professionally with all stakeholders, promoting the Trust positively at all times.
- Recognise own strengths and areas of expertise and use these to advise and support colleagues.
- Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Ensure strict confidentiality in all areas of work.
- All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs (Prevent).
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

Understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.



## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
<b>Knowledge, Education and Training</b>	GSCE Grade 9 - 4 (A-C or equivalent) in English and Maths	<b>E</b>
	Completion of DfE Teacher Assistant Induction Programme	<b>D</b>
	NVQ equivalent for Teaching Assistants or equivalent qualifications or experience	<b>D</b>
	HLTA qualification or similar	<b>D</b>
<b>Relevant Experience</b>	Experience of working with primary/secondary pupils in a school environment	<b>E</b>
	Experience of assisting with the primary/secondary national curriculum	<b>E</b>
	Experience of supporting primary/secondary pupils' basic skills in English and Maths within a variety of environments	<b>E</b>
	Experience working with primary/secondary pupils with learning, social, emotional and mental health needs	<b>E</b>
	Experience of delivering specific primary learning interventions	<b>E</b>
	Experience of leading learning tasks for a group of pupils	<b>E</b>
	Experience of working with families to improve outcomes for pupils	<b>D</b>
	Experience of working collaboratively with other professionals and agencies	<b>D</b>
<b>Aptitudes, Skills and Competencies</b>	Understanding and experience of learning and SEMH programmes/Interventions	<b>E</b>
	Understanding of child development, learning and nurture principles	<b>E</b>
	Understanding and commitment to the Trust's equality and diversity policy and how this relates to the duties of the job	<b>E</b>



	Knowledge of the primary/secondary national curriculum applicable to the school	E
	Understanding of safeguarding Issues and procedures	E
	Effective use of ICT to support learning	E
	Ability to assist the teacher in planning class activities	E
	Ability to communicate effectively with pupils, staff, mainstream schools and other professionals	E
	Ability to relate to pupils from diverse/social backgrounds	E
	Ability to work as a team member	E
	Ability to work with pupils exhibiting challenging behaviours	E
	Ability to engage and work effectively with hard to reach parents and key family members	E
	Willingness to lead extra-curricular activities	E
	Ability and willingness to drive the school minibuss and obtain business insurance on own car insurance	E
<b>Any additional factors</b>	Motivated to work with pupils with a wide range of learning, social emotional and health needs	E
	Emotional resilience in working with pupils who exhibit challenging behaviour	E
	The post holder may be required to work outside of normal school hours on occasion with due notice	E
	Willingness to be flexible and adaptable in a variety of situations	E
	Willingness to undergo an enhanced DBS check	E
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	E
	Commitment to ongoing personal training and development	E
	Willingness to work offsite with pupils and families	E
	Willingness to work across multi academy trust sites in different key stages	E





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### **Safeguarding statement**

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

### **Equality and Diversity statement**

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### **Disability statement**

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### **GDPR**

A copy of our Privacy Notice is available via our website.

[www.eat.co.uk](http://www.eat.co.uk)

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Nurturing inclusive learning communities

Ethos Academy Trust  
c/o Reach Academy  
Field Hill Centre  
Batley Field Hill  
Batley  
WF17 0BQ