

Inclusion Support Worker

Salary range:	Grade 3 - £18,426-£19,554 fte pro rata. (£15,919 - £16,893 actual) – working term time only plus x5 training days.
Number of Hours:	FULL TIME
Temporary or Permanent:	PERMANENT
Closing Date: Thursday 30th April 2020	Interview Date: TBC

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to “be the best you can be”.

We are seeking an enthusiastic, resilient and highly motivated inclusion support worker to help students’ overcome barriers to learning and support their engagement within school both academically and pastorally.

The successful candidate must be:

- Committed to making a difference to the lives of pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and their colleagues,
- Values driven and
- Someone who can forge positive relationships with students to encourage great learning.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to the Lion Alliance, which offers high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, a personal laptop, free parking, and a vibrant modern building and facilities in a beautiful location within easy reach of the M40/M6 corridor.

Successful candidates should look forward to working in a challenging and inspiring environment within which there is ample opportunity to lay the foundations for career progression and leadership. We are committed to ensuring that every member of our school community is enabled to ‘be the best they can be’.

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is Thursday 30th April 2020. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: vacancies@whitleyacademy.com

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

Inclusion Support Worker Job Description

Job Title: Inclusion Support Worker

Pay scale: Grade 3 pro rata

Line Manager: Inclusion co-ordinator

Location: Whitley Academy

Duties and Responsibilities:

- To develop positive one to one mentoring relationships with pupils identified as needing support under the guidance of the Inclusion Co-ordinator.
- To co-ordinate individual support for identified students with the Inclusion Co-ordinator.
- To work with teachers, pastoral staff, Inclusion Co-ordinator, Home School Liaison Officer and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- To establish and maintain contact with the families/carers of pupils receiving support in order to keep them informed about pupils needs and progress and to secure positive family/carer involvement and support, as well as liaising with school staff.
- To run pro-active intervention groups around self- esteem, anger management, protective behaviours etc.
- To be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to Whitley Academy's Equal Opportunities Policy.
- To support Inclusion Co-ordinator as directed to ensure day to day tasks and activities with The Base run smoothly and report directly to the Inclusion Co-ordinator.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: Inclusion co-ordinator

Date Reviewed: April 2020

Inclusion Support Worker Personal Specification

Essential	Desirable	Evidence
Qualifications & Experience <ul style="list-style-type: none"> A proven track record of relevant work with young people in one of a range of fields including education, youth work, health and social work. 	<ul style="list-style-type: none"> Some experience of mentoring/ counselling. Competency in terms of qualifications or life skills equivalent (NVQ Level 2). Teaching or youth, health or social work qualification. National Mentoring Certificate 	Application form, Original Qualification Documents & references
Knowledge & Understanding <ul style="list-style-type: none"> An understanding of the challenges facing young people from a disadvantaged community. ICT literate 		Application, references & selection process
Skills & Abilities <ul style="list-style-type: none"> The ability to devise, implement and monitor individual action plans for pupils. Good inter-personal skills Good communicator - both oral and written Willingness to engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families/carers Able to work effectively with teachers and senior managers in school Able to work effectively and network with a wide range of support services A commitment to improving the lives and learning opportunities of young people A willingness to participate in in-service training and professional development. Able to work independently but also a good team-member 		Application, references & selection process
Whitley Characteristics <ul style="list-style-type: none"> Resilience and initiative. Passion for all young people's learning Enthusiastic about teaching and learning in your subject Positive outlook Team Player Advocacy for Whitley Academy students and their community 		Application, references & selection process
Special Requirements We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).		

Updated: April 2019

Whitley Academy, Abbey Road, Coventry, CV3 4BD Telephone: 024 7630 2580 Fax: 024 7663 9352 Email: vacancies@whitleyacademy.com www.whitleyacademy.com

In our community, we are proud of our school and are committed to supporting all staff and students to 'be the best you can be'.

Recruitment Guidelines

Whitley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.