



## **Vacancy – Inclusion Hub Manager – TCAT000785**

The Inclusion Hub Manager will be responsible for the day to day running of the Inclusion Unit to enable the smooth running of the provision. Working alongside the Pastoral Team and The Assistant Headteacher for Behaviour and Safeguarding, the Inclusion Hub Manager will be expected to provide academic and behaviour programmes to learners ensuring a successful re-integration back into mainstream learning. The successful candidate should also be keen to engage in the wider life of our community school.

The Inclusion Hub started in September 2020, but has been unable to reach its potential during COVID-19 closures and so you should be ready to support implementation and bring new ideas.

### **The School**

Howden School is a rural secondary school with about 680 students. As a relatively small secondary, there are numerous opportunities to undertake additional responsibility and be involved in the wider school community. The value and ethos of 'Team Howden' is evident across all departments and between both students and staff. Individuals respect each other and are aware of how their actions will affect themselves and others.

Howden School is consistently looking to improve the outcomes of our students and there are numerous CPD opportunities to assist your professional development and to help you achieve your full potential.

### **The Trust**

The Consortium Academy Trust (TCAT), based in the East Riding of Yorkshire, was formed in September 2017 by the coming together of Cottingham Academy Trust, The Hessle Community Academy Trust and Wolfreton School and Sixth Form College to form a new Multi Academy Trust. These three schools have a successful history of partnership working, having operated Consortium Sixth Form arrangements for over 25 years. The Trust seeks to build on these relationships to create a regional structure that will see like-minded schools working together effectively within a partnership based on mutual trust and shared values.

Although we are a relatively new Trust we have already grown from the three founding schools and TCAT currently comprises of six secondary schools and three primary schools, as well as two associate members, with a total of approximately 7700 learners and a significant staff team. Our academies include Croxby Primary, Cottingham High School and Sixth Form College, Hessle High School and Sixth Form College, Holderness Academy and Sixth Form College, Howden School, Keyingham Primary, Penshurst Primary, Winifred Holtby Academy and Wolfreton School and Sixth Form College.

### **Our Vision**

We believe in putting our children and young people first and that everything we do has that as its goal. Our vision is to be:

*A Trust that promotes academic excellence, where exciting opportunities allow students to excel in all that they do, and leave prepared to achieve all their ambitions.*

*A Trust whose schools deliver the maximum potential for progress through inspirational teaching and learning, and outstanding school-to-school support.*

*A Trust with a leading community role, whose schools are the preferred choice for students, parents and staff.*

Our core values underpin everything we do. They are developed in each academy to meet their needs.

**Aspiration.** We are ambitious and we aim high for ourselves and for others. We believe that we can make a real difference.

**Respect.** We respect ourselves and we respect each other. We respect our diverse environment and the community.

**Integrity.** We are honest with each other and ourselves. We do the right thing for the right reasons.

**Responsibility.** We take responsibility for everything we do. We see mistakes as an opportunity to improve and get things right next time. We do this in an environment where we can take appropriate risk in the pursuit of success.



## Job Description



**Vacancy:** Inclusion Hub Manager – TCAT000785

**Responsible to:** Assistant Head (Behaviour & Safeguarding)

**Working hours:** 32.5 HPW Monday – Friday 8.30 – 3.30pm. Term time plus 5 days.

**Scale Point:** SCP 17 (£24,491 FTE) (£18,398.73 actual salary)

**Job Term:** Permanent

### Main purpose of the role:

- To support and encourage the academy ethos, values and goals, policies and procedures by successfully ensuring students uphold the highest standards of behaviour in the Inclusion Hub.
- To provide academic and behaviour modification programmes to learners in the Inclusion Hub as identified. Ensuring a successful re-integration back into mainstream learning is possible within an identified time schedule.
- To manage key documents supporting the work of the pastoral and attendance teams.

### Main Duties / Responsibilities:

- Support transition into the Inclusion Unit and back into mainstream learning to ensure that academic progress is not hindered.
- To plan and deliver appropriate learning programmes (including core subjects) to a designated 'case load' of students within a flexible structure, bespoke to the individual needs of the learner.
- To provide programmes on study across both Key Stage 3 and Key Stage 4 dependent on identified need.
- To track students' progress and to undertake regular evaluations of the impact and interventions based on bench line assessment data.
- To support student progress over time by supporting them directly to integrate into lessons.
- To plan, assess and deliver programmes for behaviour modification based on a blend of research into appropriate programmes for the available budget.
- To maintain accurate and appropriate records of student progress and to share these with appropriate stakeholders when required.
- To communicate progress to parents/carers and keep them informed of barriers that might affect progress.
- Promote strategies to encourage and support positive attitudes to behaviour and provide information and advice to enable students to make positive choices about their own behaviour.
- Develop restorative practices in an attempt to improve behaviour and relationships.
- Supervise students placed in the Inclusion Hub.
- Ensure students are provided with appropriate work, complete it to a high standard and receive feedback from staff, so that high expectations for students' learning are maintained.
- To work with partners and other agencies in early identification of additional need where appropriate and to provide external specialist support with the approval of SLT.
- To contribute as part of a team, to the provision of lunchtime and after-school activities/supervision.
- Work closely with the SENCO, Pastoral Managers, Heads of House, the Attendance team and teaching staff on the effective management of students in the Inclusion Unit.
- Work with new students who may join the academy in-year, ensuring that they transition into the expectations of Howden School.

- To ensure that opportunities to celebrate progress, no matter how small, are used.
- Participate in the management and review systems in place within the organisation to ensure consistent delivery of high quality teaching and learning and behaviour support.
- To engage with external providers as a means of enhancing provision and providing wider support for students where appropriate.
- Liaise with external providers as and when required.
- Undertake appropriate training related to safeguarding and pastoral care and ensure that the pastoral care and safeguarding of students are paramount.
- Contribute and, where appropriate, lead on matters of administration for 'case load' students.
- Attend Pastoral Team Meetings to ensure that communication is transparent and effective.
- Engage actively in support staff development reviews and professional development.
- To undertake supervision duties when required.

**As a member of staff of Howden School and The Consortium Academies Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to the principles of Positive Behaviour and Restorative Practice
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of all students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of Howden School and The Consortium Academies Trust
- Contribute to systems of evaluation and performance of the organisation positively.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Consortium Academy Trust will be expected to comply with the DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

Howden School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required as a condition of employment.



## Inclusion Hub Manager Person Specification



Category	Essential	Desirable	Evidence
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Good standard of basic education, equivalent to NVQ 3</li> <li>• GCSE or equivalent qualification in both English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour management training or CPD</li> <li>• ICT qualification/training</li> <li>• Certificate in Support/Learning</li> </ul>	<p>Application form Interview</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people between the ages of 11 and 16 years in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people exhibiting challenging behaviour</li> <li>• Experience of working in a school environment</li> </ul>	<p>Application form Interview References</p>
<b>Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent administration skills, and IT skills, including the use of Excel spreadsheets</li> <li>• Ability to effectively supervise young people</li> <li>• Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems</li> <li>• Ability to establish good professional relationships with colleagues at all levels</li> <li>• Understanding of Safeguarding and Child Protection Procedures.</li> <li>• Willingness to take responsibility</li> <li>• Commitment to helping young people achieve their potential</li> <li>• Commitment to own learning</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT skills</li> <li>• Understanding of an effective classroom environment</li> <li>• Understanding of the variety of ways that students can learn</li> <li>• Experience of responding to queries/concerns and effective problem-solving to resolve concerns</li> <li>• Understanding of pastoral care</li> <li>• Understanding of Safeguarding and Child Protection in a school setting.</li> </ul>	<p>Application form References Interview</p>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Belief in the potential of all young people.</li> <li>• Commitment to the school ethos of respect and inclusion for all</li> <li>• High levels of organisational and self-management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to and participate in continuous professional development</li> <li>• Willingness to get involved in wider extra-curricular activities</li> </ul>	<p>Application form Interview References</p>

	<ul style="list-style-type: none"> <li>• Effective team player</li> <li>• Flexibility and adaptability</li> <li>• Listening skills</li> <li>• High levels of personal and professional integrity</li> <li>• Personal impact and presence to inspire respect and confidence in students, colleagues and parents.</li> <li>• Confidentiality</li> <li>• Commitment to the safety and welfare of students</li> <li>• A positive role model for young people and colleagues</li> <li>• Energy, enthusiasm, optimism, ambition and resilience</li> <li>• Self-motivation and a willingness to accept responsibility</li> <li>• Excellent day-to-day contribution and reliability</li> <li>• Appropriate awareness of health and safety in relation to area of work</li> <li>• Excellent health and attendance record</li> <li>• Sense of humour</li> </ul>		
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities</li> </ul>		Application form Interview
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• A commitment to the responsibility of safeguarding and promoting the welfare of young people</li> <li>• Enhanced DBS disclosure (to be completed by preferred candidate following interview)</li> <li>• Willingness to undertake Child Protection training when required</li> </ul>		Interview

# The Application Process

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/ visit, please contact Amy Orley, Operations Manager on 01430 433101 or email [aurley@howdenschool.net](mailto:aurley@howdenschool.net)

**Please read the Staff, Volunteer, Contractor and Applicant Data Protection Statement in relation to your application. This can be found on our website in the vacancies section.**

To apply, please email your completed application to [aurley@howdenschool.net](mailto:aurley@howdenschool.net) or send it in the post to:

A Orley  
Operations Manager  
Howden School  
Derwent Road  
Howden  
DN14 7AL  
The East Riding of Yorkshire

All applications that have been submitted electronically will receive an email confirming receipt.

**Please note that Howden School is a safeguarding community and we do not accept CV's, applicants must submit an application form.**

An email and/or letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume, that on this occasion, your application has been unsuccessful.

Howden School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations. We are an Equal Opportunities employer.

**The closing date for applications is Monday 13 September 2021 at 12pm** with interviews provisionally scheduled for the following week. Candidates may, however, be interviewed before this date, so you are advised to apply early to avoid disappointment.

**Thank you for considering  
Howden School**

