



**The
St Lawrence
Academy**
Treasuring Everyone
Transforming Community

Inclusion Support Officer



A Partner School of
**St Lawrence
Academies Trust**
Stronger Together



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The St Lawrence Academy

The St Lawrence Academy is a thriving Church Academy that has successfully served its local community since opening in 2008 and provides children with fantastic opportunities for personal and spiritual growth. Directors of St Lawrence Academies Trust and the Diocese of Lincoln are looking for an inspirational, talented and experienced school leader; one who can lead the Academy towards achieving academic excellence for our students and enable them to fully flourish.

The St Lawrence is an-oversubscribed academy for 11-16 year old students of all abilities. Our PAN now stands at 165. We currently have a roll of 825 .

We serve a diverse community in Scunthorpe, North Lincolnshire. We are an inclusive Academy striving to meet the needs of all our learners in our caring environment. Students from all backgrounds and faiths, regardless of ability, are welcome. We are sponsored by the Diocese of Lincoln and have a strong Christian ethos.

We are looking for an ambitious and highly motivated individual to take on the role of:-

Inclusion Support Officer

32.25 hours per week - term time only plus 5 days

Grade 5 pt 5 £24790 to pt 8 £25992 (£18585 to £19486)**

Required ASAP

This is an exciting opportunity to join a vibrant and successful Inclusion department working at The St Lawrence Academy. You will be part of a fantastic and highly motivated team that is determined to provide a transformational learning experience for every individual. The role will focus on supporting students academically and socially; removing barriers to learning and raising levels of achievement. The successful candidate will mainly supervise students in our Inclusion support (Reset) base. You will support students to achieve academic targets, develop strategies for independent learning, enhance motivation and raise aspirations.

There may be the opportunity to consider flexibility to the hours of work

The successful candidate will:

- Have a passion for supporting students to a high standard across both Key Stages
- Have the ability to support an inspiring and dynamic learning environment
- Have experience of a range of inclusion related issues
- Demonstrate a clear commitment to raising achievement and developing excellence
- Be passionate about transforming the lives of young people
- Be well organised, inspirational, ambitious and hard working
- Have the ability to meet deadlines, whilst remaining calm under pressure
- Have flexibility in approach, vision and commitment
- Have the ability to support and communicate effectively with students, parents, external agencies and colleagues
- Have the ability to cope with challenging situations and display relentless perseverance, determination and resilience

We can offer:

- An inclusive and inspirational church school environment within wonderful and vibrant new buildings
- Superb resources and facilities
- Access to the Local Government Pension Scheme

- Supportive and engaged leadership team, with a track record of developing staff to middle and senior leadership
- An outstanding community of staff and local governing board who work as a strong team to best support our students.
- A broad 3 year Key Stage 3 curriculum and 2 year Key Stage 4 curriculum with a philosophy of valuing all subjects
- A bespoke programme of induction and professional development personalised to help develop individual staff*
- A culture that prioritises students, their personal development and wellbeing, above everything else
- High standards and expectations of academic success and care, support and personal development of our students

This post would suit:

- A person with previous experience with children who display challenging behaviour and who enjoys helping young people

For further details about The St Lawrence Academy and St Lawrence Academies Trust and an application pack please see our website at www.tsla.co.uk

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with children. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For an informal discussion about the role please contact Helen Hill, Inclusion Manager on 01724 842447 or email to hhill@tsla.co.uk

To apply for this post please: [CLICK HERE](#)

****Mid year term time adjustment**



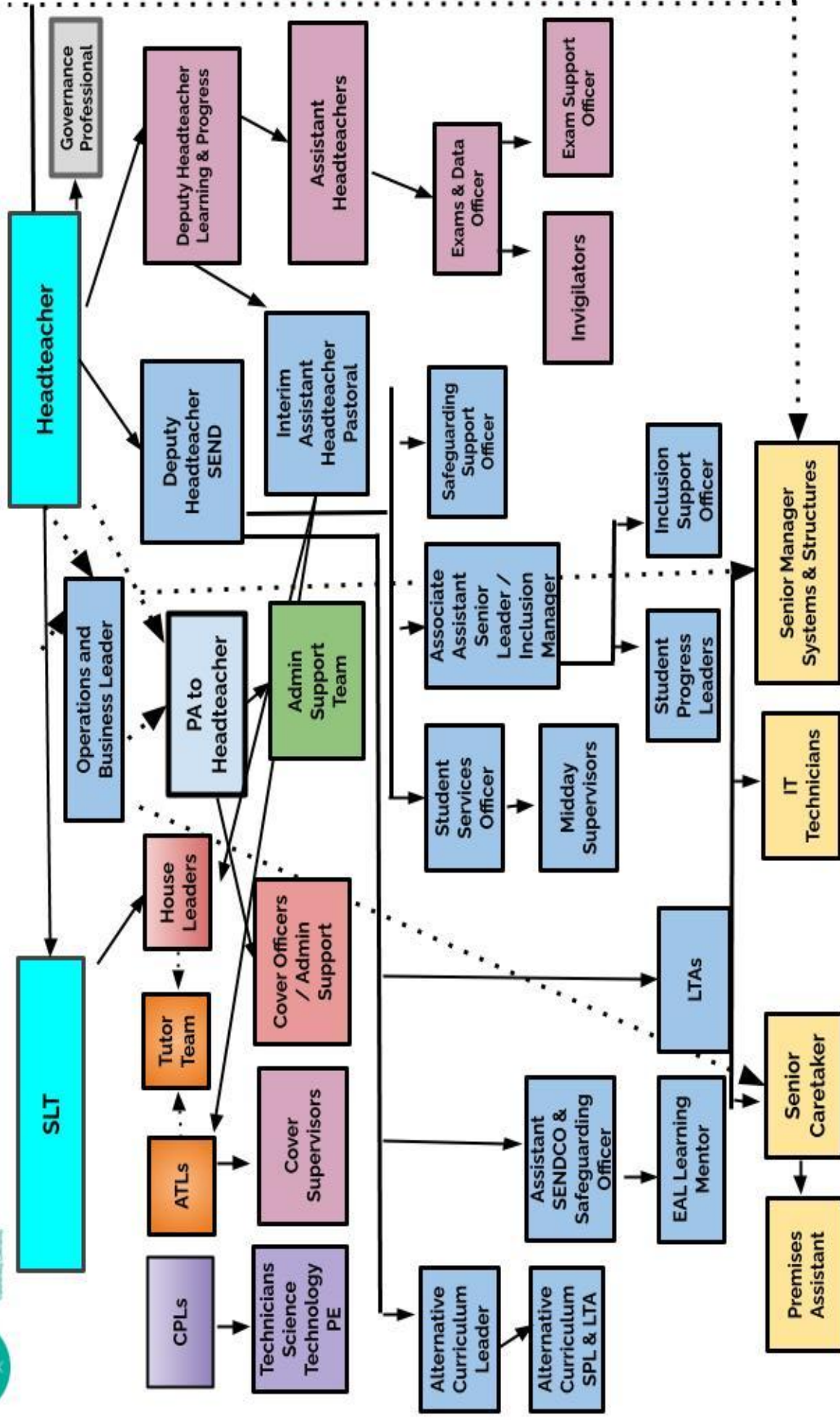
**Treasuring Everyone,
Transforming Community**

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



The
St Lawrence
Academy

Associate Staffing Structure



GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



St Lawrence Academies Trust

Stronger Together

Welcome to ST LAWRENCE ACADEMIES TRUST

Mike Adnitt, CEO The St Lawrence Academies Trust

Thank you for your interest in working at The St Lawrence Academy, which is a valued partner school within St Lawrence Academies Trust.

We believe that, like our schools, staff will be stronger by working together. Strong staff, with the "skill and the will" to put children first, make the biggest impact on the education and life chances of our students.

Our aim is to create a Trust and a family of schools that is new, exciting and different! One where leaders have the freedom and flexibility to be creative with their curriculum. One where staff are encouraged to be innovative and personalise the delivery of the curriculum, so it best meets the needs of children.

We want our children to become the leaders of the future. So, the personal, moral, cultural and spiritual development of our community is key to achieving success for our children and staff. By working together we draw strength for today and give bright hope for tomorrow for our families and our communities.

"Strength for today, bright hope for tomorrow" (Great is Thy Faithfulness, hymn)

We are a Church of England Multi Academy Trust, based in the Diocese of Lincoln. Our Trust embraces children and staff from both church schools and non-church schools, across both the primary and secondary age range.

It is a privilege to work as CEO of St Lawrence Academies Trust. Our aim is to nurture our pupils and allow them to flourish by helping them to find the things they enjoy and are good at. Christian values and the exploration and understanding of the Christian faith underpins our work.

Hopefully you are committed to working in our Trust, as you are one of the keys that will help to unlock the potential that lies within all our children.

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Community

Integrity

Hope

Aspiration



**The
St Lawrence
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Welcome Letter from the Headteacher

Welcome to The St Lawrence Academy

Firstly many thanks for your interest in us as an educational institution and for considering us at this stage in your career. The fact that you are looking at what we are about and what we can offer is both humbling and also important to us all here at the Academy.

It is an incredibly exciting time to be joining The St Lawrence Academy. Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. Whilst our outcomes continue to be strong, we focus on the holistic development and education of our students and are proud of their successes.

Our mission statement of "transformation for all" transcends to our students but also our wider body of staff as we seek to develop and guide people through our programmes of education, curriculum delivery but also through prioritising our staff development with a bespoke CPD session with additional time allocated for staff development on a Friday afternoon, where students finish early.

Our core values underpin our intent of creating an enriching and aspirational curriculum so that our young people can become successful learners, confident, well rounded individuals and also responsible citizens. Our building and facilities are something we continue to be very proud of with a significant amount of care and attention placed in ensuring our future plans and budgetary commitments match our ambition and intent.

The importance we place on our systems, digital platforms, technologies and staff access plus training continues to be a high priority to ensure that staff are fully resourced and comfortable but also that our students have the best access to learning resources that support, extend and challenge their learning journeys and outcomes.

We are more than happy to facilitate visits to the Academy and encourage you to come and see what The St Lawrence Academy is all about.

I look forward to hearing from you.

Michael McCluskie
Headteacher



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The
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Welcome Letter from the Head Prefects

Moving into year 11 at The St Lawrence Academy, I am fully convinced that this is a place where both staff and students thrive. I trust that any new staff member will thoroughly enjoy being a part of our academy ethos, fostering academic excellence and personal growth, all within a supportive environment. The rich contents of our academy's culture is formed with not only our fundamental core values of **generosity, respect, justice, forgiveness and truth**, but also our diversity and the academy's undeniable commitment to nurturing the potential of every individual within its walls. For both new and experienced teachers, there are countless opportunities for professional development and staff collaboration, making our academy an enriching place to work. From a teacher's point of view, teaching and supporting the education of young people must be extremely fulfilling and rewarding.

Ruby Pollard:

I believe that as a student of The St Lawrence Academy the academy provides all students with the opportunity to thrive in life. There are so many opportunities for students to take to develop so many skills for the bright future. The academy is a place where so many students can succeed with the support from all staff in educational and personal matters. My time here has developed me as a person, this is a place where maturity is fostered within all students. I enjoy fulfilling my leadership roles such as Deputy Head Prefect and many more due to the amount of areas for achievement. I hope to go on to study law in my future and the academy has prepared me for this. The options provided by the school encourage many different career paths in which all students can succeed in life.

Anoushay Shahzad



GREAT



Post: Inclusion Support Officer (ISO)

Responsible to: Inclusion Manager Line Manager / Deputy Headteacher

Core Purposes:

- The core role will be to supervise students in the inclusion support base and to support the Inclusion department.

Main duties/responsibilities of the post:

- To work closely and alongside the Inclusion Manager in order to identify barriers to learning, areas of concern and areas of efficiency within the inclusion support base
- Report all incidents of Child Protection to the Child Protection Officer and assist as directed, following procedures
- Supporting students in their learning – working with students who have emotional, behavioural or social difficulties to enable them to focus on improving levels of attainment, to stay on task and make better progress, thus improving achievement
- Intervene and attempt to resolve instances of behaviour, emotional, and, or, social difficulties, diffusing difficult situations and logging instances on MIS system, with the aim of improving behavioural skills
- To support and liaise with teaching staff and ensure students are set appropriate learning whilst in the inclusion support base, which best suits their needs to maximise their potential
- Analysis/tracking of weekly reports in conjunction with the Inclusion Manager.
- Provide reports and data for the Inclusion manager in relation to attendance, impact and engagement following the Intervention offered within the Inclusion support base. Upload restorative paperwork to student Behaviour Plans and log all incidents and progress made within the Inclusion Support base.
- Arranging for learning information for students who have been placed in inclusion support base and on completion of work referring to the relevant teacher for assessment.
- Responsible for maintaining the Inclusion Support Base environment, which will include ensuring displays are up to date and engaging, reporting damage or IT issues, and having resources and learning materials available.
- Follow the Academy Behaviour Policy and ensure a consistent approach to supporting students to meet the expectations both within the Inclusion Support Base and the Academy. This will include providing clear expectations for the Inclusion Support Base, supporting students to reflect on poor behaviour choices and develop a student plan moving forward following their period of reflection.
- Ensure that all relevant staff are updated regarding incidents/actions/referrals via the most appropriate channel
- To undertake any reasonable task requested of them commensurate with the post

Knowledge & Skills:

- A willingness to work in a Church of England Sponsored Academy and fully support the vision and ethos of the academy
- A high standard of professional behaviour
- Maths & English grade 4/C or above
- The ability to operate and use various pieces of technology, good working knowledge of Arbour or MIS electronic communication...
- Effective communication skills:
 - o spoken – to deal with a variety of people at all levels from within and outside the academy, both in person, over the telephone and electronically, in a confident and sympathetic manner
 - o written – to record accurate telephone messages and maintain records
- The ability to remain calm and meet predetermined deadlines whilst working in a pressurised environment with constant interruptions for a variety of reasons
- The ability to work as part of a team but also to be able to lead when required
- Undertake first aid training .
- Undertake relevant training in order to assist personal development and enhance the duties of the post.
- A commitment to the Academy's Equal Opportunities Policies.

General

- You will be expected to carry out all duties in the context of and in compliance with the Academy Equal Opportunities Policies
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually with the post holder and may be subject to modification or amendment.

Creativity and Innovation:

- Monitors and is responsive to student learning and behaviour at all times by making adjustments to supervised activities.
- Monitors and is responsive to student personal needs and communication whilst in the inclusion base,
- Communicates effectively with teachers and other professionals whenever the need arises and recognises the need to communicate effectively.
- On the basis of their knowledge and understanding of students' needs the postholder responds to learning actively by supporting and reviewing individual needs.

Decision Making:

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of students' behaviour becoming disruptive or dangerous.
- Takes action to meet student needs to avoid undue behaviour issues arising.
- Responds to on the spot incidents requiring immediate attention/decision on the academy premises
- Works within the scope of the schools behaviour policy to implement strategies to support students success within the inclusion base

Contacts and Relationships:

- Teachers - liaise with staff regarding current work for students
- Students – supervise students in the inclusion support base
- Staff – communicates with inclusion manager and support staff
- Parents – share information about the student's progress where directed to by the Inclusion Manager..

Work Environment:

- Divided into 4 sub-categories as follows:

Work Demands:

- No specific deadlines other than ensuring that students who are time tabled in the inclusion base are recorded correctly and responding to colleagues promptly.
- Disruptions may be caused by differing students in the inclusion base.
- Work to structured time table throughout the day to support the stability of the classroom
- Provide up to date accurate reporting information on a daily basis to support the Inclusion Manager
- Be responsive to emergency alerts throughout the day coordinating responses with colleagues

Physical Demands:

- Sits and supports the students in the inclusion base throughout the day
- Physical interventions with students following behavioural concerns - Positive handling training requirement

Working Conditions:

- Office based
- Works in an inclusion base for the day.

Work Context:

- May be at risk when dealing with behavioural issues.
- May be at risk verbally from students.
- Position in Organisation:
- Are posts in more than one location? No
- Is the supervision/management shared with another post in the structure? Yes
Please indicate which post(s): Deputy Headteacher

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Headteacher/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.



	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people with challenging behaviour • Experience in supporting of children and young people with a range of inclusion issues • Experience of working in a secondary school, alternative provision or inclusion facility 	<ul style="list-style-type: none"> • Experience of developing effective strategies to promote inclusive learning • Experience of working with students and families from a range of cultures represented locally • Experience of working with external agencies • Experience of contributing to or leading an Early Help Plan • Experience of working under pressure • Experience of supporting students academically • Experience of working in an education setting 	Application form Interview
EDUCATION, TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • Good standard of numeracy and literacy with English and Maths qualification of GCSE 4 or equivalent • Computer literate • Evidence of recent inclusion and behaviour management training 	Training in inclusion based interventions, eg anger management, emotional regulation, boxall profiles, ASD, attachment, restorative justice	Application form Interview Test Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative • Excellent interpersonal skills and communication skills with good organisation and time management • Understanding the need for confidentiality and GDPR 	<ul style="list-style-type: none"> • Knowledge of creating and monitoring learning / behaviour plans • Experience of dealing with child protection issues • Experience of conflict resolution with students • Commitment to diversity, safeguarding and health and safety • A commitment to developing partnerships with parents and the wider community • Experience of restorative practice 	Application form Interview References Activity
PERSONAL AND PROFESSIONAL CHARACTERISTICS	<ul style="list-style-type: none"> • Have high expectations of themselves and others within the academy community • The ability to inspire the trust and confidence of staff, students and parents • Be pro-active and self motivating with a readiness to innovate • A proven commitment to developing their own professional learning • Ability to actively deal with potentially difficult and disruptive situations • The potential or experience to work in teams and partnerships with staff and students alike • Be relentlessly positive • Embrace change and be passionate about improvement • Demonstrate a growth mindset and encourage it with others • Be consistent and fair • Be determined to close the gaps between student achievement and potential 	<ul style="list-style-type: none"> • A commitment to developing own professional development • Experience of mentoring/coaching/counselling students on a 1-1 with successful outcomes 	Interview Activity References Health questionnaire
WORKING ARRANGEMENTS	<ul style="list-style-type: none"> • Ability and willingness to be flexible 		Application form Interview



**The
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Living in North Lincolnshire



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

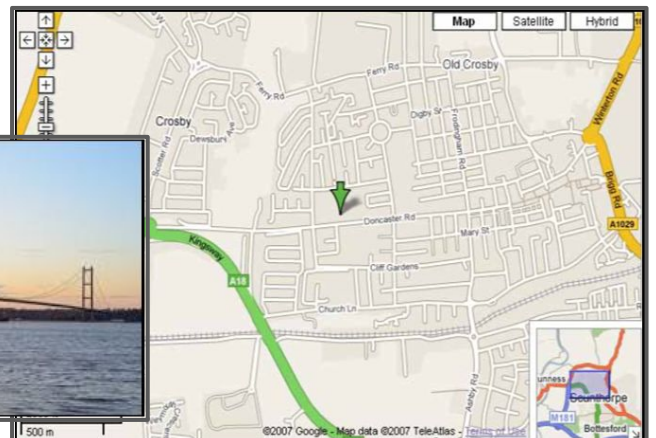
The town centre offers independent retailers and a general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking. There are also shopping centres around the outskirts of the town.

Location for The St Lawrence Academy Doncaster Road Scunthorpe DN15 7DF

☎ 01724 842447 ✉ enquiries@tsla.co.uk 🏠 www.tsla.co.uk
🐦 @TSLA_info 📘 @TheStLawrenceAcademy2008

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe. There is many areas of affordable and appealing housing in the area.

Scunthorpe is home to Scunthorpe United Football Club. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





The
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How to Apply

Applying

If you decide to apply for this post please [CLICK HERE](#)

Visits to the academy:

Candidates who would like a professional conversation about the role or to arrange a visit please contact Lorna Johnson, PA to the Headteacher and SLT on 01724 842447 or email to enquiries@tsla.co.uk

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

"The St Lawrence Academies Trust is dedicated to best supporting children, staff and local communities. Our philosophy is that our partner schools will be stronger together. Please visit the trust website www.slatrust.co.uk to find out more about the vision and ethos of The St Lawrence Academies Trust"





The St Lawrence Academy

A Transformational
Learning Experience

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