



**Burnside
College**



Inclusion Manager Application Pack

Burnside College
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Wallsend
Tyne & Wear
NE28 7LQ

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Wellbeing Award
for Schools

2023-2026





Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

The school went through a considerable period of change following the 2017 inspection in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community. Our team continues to expand year on year as a result of now being oversubscribed.

These improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring, system of pastoral support and a focus on the personal development of our pupils.

Standards have continued to remain high at Burnside and there is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities. We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that "Burnside College is a happy place to work and learn." In 2023-24 as part of our continued commitment to staff wellbeing, all teaching staff receive at least 33% additional non-contact time.

We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Inclusion Manager

Type of Contract:	Full Time Permanent - 193 day contract
Salary/Scale:	Grade 10 - £33,284 - £37,327*
Start Date:	1st January 2024
Closing Date for Applications:	9am Friday 24th November 2023
Interview Date:	w/c Monday 27th November 2023

*Pay award pending

For January 2024, we are pleased to be able to offer an opportunity for an enthusiastic and inspirational practitioner to manage our established inclusion unit. Applicants will be highly motivated and have a passion to ensure that our learners achieve the very best that they can at all times. The core purpose of the role will be to uphold the core standards of **pride, respect** and **achievement** with all learners but also ensure that all students receive the highest standard of bespoke support.

The Inclusion Manager will be responsible for our inclusion facility and will work with the Deputy Headteacher for Inclusion and the Additional Education Needs Coordinator in developing and managing the day to day running of alternative curriculum opportunities and support arrangements for students. They will liaise with and be confident to use a multi-agency approach to seeking solutions to any barriers to learning that students encounter. In addition, they will be responsible for contributing towards improvements in attendance, behaviour and the development of basic skills.

Specifically, the successful candidate will be:

- A strategic thinker, able to consider the bigger picture and bring about improvement
- Creative in their approach to working with young people and seeking curriculum solutions to enable success
- Experienced in education and have professional knowledge of strategies to work with children with complex needs
- Able to demonstrate inclusive practice
- Passionate about developing children as learners and understand how children learn in a secondary and inclusive setting
- Committed to the safeguarding of all children and have proven skills and abilities leading safeguarding across the school
- Inspirational and able to lead, challenge and motivate colleagues across the school
- Able to communicate effectively with all stakeholders including parents and organisations offering bespoke support
- A professional with a passion for learning and happy to work in a dynamic and evolving environment
- Someone with excellent interpersonal and communication skills, with the ability to work positively with learners who may experience significant barriers

This is an exciting opportunity to work in a purpose built facility in which we hope to improve outcomes for learners with significant barriers. With that in mind we will offer a supportive working environment and training opportunities.

If you would like more information about this post please contact Mr M Swain, Deputy Headteacher [**m.swain@burnsidecollege.org.uk**](mailto:m.swain@burnsidecollege.org.uk)

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Purpose of the role (job statement)

To work alongside the AENCO and with Progress leaders to ensure students who display barriers to mainstream learning are supported with appropriate short, medium and long term intervention. This will involve managing Quantum (the school's behaviour unit), being responsible for inclusion activities and, in agreement with the AENCO, allocating support staff to appropriately meet the needs of students.

As a qualified deputy DSL the post holder will contribute to school safeguarding and child protection procedures and multi-agency work (including SARS and Early help) and will act as a representative of school staff to improve engagement and progress in learning. The post holder will also oversee and manage the EHA case load to ensure all planning is actioned and that appropriate signposting is in place.

Main duties and responsibilities:

Promoting student readiness for learning in the classroom:

- Promote the Ethos and Vision of the school
- To plan and manage the inclusion of the target group of students with AEN, BESD or SEMH needs
- To demonstrate very highly developed communication skills that enable calm and effective communication with all stakeholders
- Plan, as a response to emerging need, daily deployment of staff in inclusion facilities and classroom support
- To line manage and support a cohort of staff and ensure an effective and productive learning environment in Quantum.
- To demonstrate the ability to think creatively to maximise impact on outcomes for students in helping overcome barriers to learning and engagement in education
- Identify, plan, implement and monitor individual **integration** programmes for each pupil and liaise with home and external partners in relation to the effectiveness of such programmes and amend as appropriate to the individual's needs.
- Identify, plan, implement and monitor individual **transition** programmes for each pupil back to their mainstream classroom. Review the success of transition back to mainstream
- Identify, plan, implement and monitor appropriate **intervention** activities for individual and small groups of students in school and through extra curricular provision.
- To effectively exercise appropriate discretion, make decisions and work independently and under their own initiative measured by positive outcomes with students and staff
- Demonstrate effective analytical skills and use these daily to interrogate academic, behaviour and attendance data and develop effective action plans
- Identify and monitor activities for lunch and break times for the target group of students

- To support students in engaging with external partners and extracurricular activities
- Act as an advocate for any vulnerable students (EHA/CSC and LAC reviews)
- To organise elements of an extended school day including breakfast and after school activities
- To develop, maintain and manage efficient and effective lines of communication between the school and all other agencies involved with the target group of students.
- To take account of students individual needs and seek to maximise motivation through the use of a wide variety of approaches and behaviour management strategies
- To coordinate for all students for whom you have responsibility, their individual education / behaviour plans and care plans and to ensure these are shared and understood by students and communicated to parents/carers and school staff.
- To support a coherent target-setting process to support the progress of students
- To help in lessons where necessary

Administration

- To ensure that administrative records relating to students are updated on CPOMS, SIMS and class charts where appropriate
- Maintain learning passport and support plans for a small number of allocated students
- Submit written referrals to relevant agencies where necessary
- Be responsible for ensuring comprehensive data and records are maintained and internal/external reports and returns are completed on behalf of the school
- Support the AENCO in collecting student data

Staff Development

- Be responsible for the training of line-managed staff, identify appropriate CPD opportunities and evaluate the effectiveness of staff training
- To lead whole school CPD sessions in areas relevant to own area of responsibility
- To attend, participate and lead relevant meetings
- To continue professional development by identifying and attending relevant training opportunities
- To participate in and carry out performance management for self and line-managed staff
- To attend and contribute to staff meetings

Wider responsibilities

- To maintain and respect the confidentiality of students and staff and develop purposeful professional working relationships
- To understand and promote compliance with policies and procedures relating to child protection, health and safety and data protection

- To be a key individual working with the senior leadership team
- To deputise for the Deputy Headteacher/Headteacher in all areas in relation to student behaviour, when necessary, making decisions in line with school policy and practice
- To contribute to the development and review of relevant policies and procedures
- To contribute to the school's development plan
- To recognise the needs of staff and self and appropriately address the emotional demands of the job
- Where allocated, be accountable for a financial budget
- Promote equal opportunities to all

General

- To undertake any other duties appropriate to the grade of the post as requested by the Headteacher.

Person Specification

Criteria E = Essential D = Desirable	
<p>Skills, Knowledge and Aptitudes</p> <ul style="list-style-type: none"> • Effective use of specialist ICT packages including SIMS, Classcharts and CPOMS and provision map • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to plan and develop systems and strategies to improve student outcomes • Ability to relate well to children and adults • Work constructively as part of a team: understanding College roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities • Knowledge of resources available to support students and families 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • NVQ Level 4/degree qualification • Experience in relevant discipline • Excellent numeracy/literacy skills 	<p>E</p> <p>E</p> <p>E</p>
<p>Experience</p> <ul style="list-style-type: none"> • Several years' experience working in a relevant discipline in a learning environment 	<p>E</p>
<p>Disposition</p> <ul style="list-style-type: none"> • Ability to remain calm and constructive in difficult situations 	<p>E</p>

Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act.

How to Apply

Please submit the application form **accompanied by a covering letter**, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Miss K Drury
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to k.drury@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

Closing Date: 9am Friday 24th November 2023

Interview Date: Week commencing Monday 27th November 2023

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
This post is exempt from the Rehabilitation of Offenders Act.