|  |  |
| --- | --- |
| Post Title | **Assistant Inclusion Manager** |
| Place of Employment | **Based at Shirebrook Academy\***  Aston Community Education Trust |
| Hours of Work | **35 hours per week, inclusive of 38 weeks of term time and 5 INSET days** |
| Salary | **Band F points 12 – 17**  **£18,723 - £20,672**  Based on full time salary of £22,571 - £24,920 \* pay award pending  *(plus an additional 1 week of pay if the appointee has 5 years or more continuous service with the Local Authority)* |
| Appointment | **2 Permanent Posts** |

An opportunity has arisen for two dynamic and enthusiastic Assistant Inclusion Managers to support the learning and teaching of KS3 and KS4 students. These are exciting roles and are seen as key appointments in developing the literacy and numeracy progress of students within the academy.

You will be:

* able to work alongside the SENDCo and Leader of Inclusion to plan and deliver innovative and appropriate learning activities in English, Mathematics, Literacy and Numeracy
* able to contribute to CPD of colleagues within the trust
* able to efficiently and effectively deploy resources across the academy to support student progress and achievement
* committed to promoting positive values, attitudes and behaviour
* able to interest, engage and motivate students to work hard
* able to advance students’ learning in a range of classroom settings
* able to communicate effectively with stakeholders through leading regular review meetings, correspondence and written reports

\*You will be based at Shirebrook Academy but the role may involve working at other academies within the trust.

Applications should be returned to [jstott1@shirebrookacademy.org](mailto:jstott1@shirebrookacademy.org). The closing date for applications is 9.00am Thursday 17th November 2022.

**Safeguarding**

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

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

It is an offence to seek employment in regulated activity if you are barred from working with children. This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk /government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

Equality

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

Please note if you have not received a reply within three weeks, your application has been unsuccessful. We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

Please note if you have not received a reply within three weeks, your application has been unsuccessful.