



GREATFIELDS SCHOOL
Kindness Aspiration Action

Great Careers

JOB PACK

POST: Inclusion Room Support

START DATE: September 2026

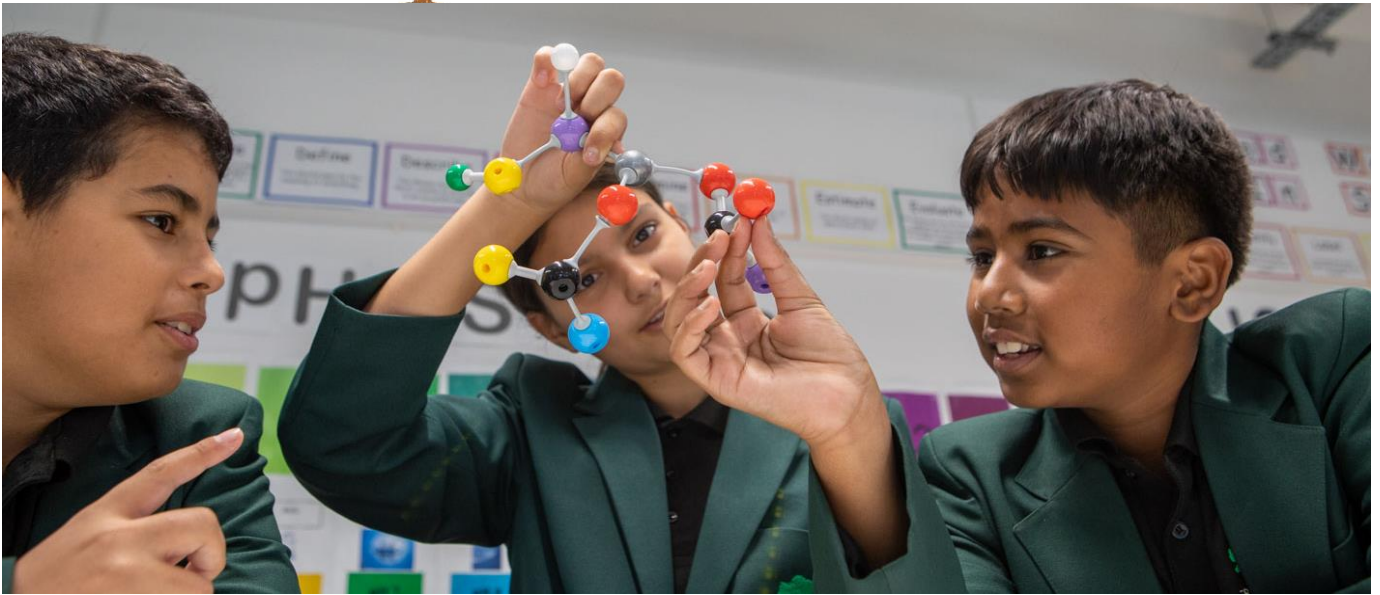
SALARY RANGE: Scale 6 (APT&C)

DEADLINE FOR APPLICATIONS: Thursday 9th July 2026 at Midday

INTERVIEWS: Tuesday 14th July 2026



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.



The school

Greatfields School opened in September 2016. We are located in Barking, East London, and are proud to be the first secondary school to be built on the Gascoigne Estate. We have quickly established a positive reputation with our parents and local community, and are known for our excellent behaviour and the high ambitions we have for the young people of this community. We currently have approximately 1250 students, including our Sixth Form which opened in September 2022.

We believe that our young people can compete with any other child in the country, despite the many challenges they face, and we do everything we can to ensure that they have the same opportunities as other young people across the country. It is incumbent upon us to give our students access to high quality teaching and learning; a broad, engaging and challenging curriculum; and to give them access to a wide range of activities, trips and clubs outside of the classroom to develop their cultural capital.

We care deeply about and understand the responsibility we have towards our local community. This is a school embedded in the community and is one which we are proud to serve.

We passionately believe in ensuring our young people feel safe and happy in school. This is done through the establishment of high expectations and clear routines and by taking a positive approach to behaviour at all times. This means that staff never shout at or demean our young people, and we understand the importance of mutual respect at all levels of the school.



We run a three Key Stage 3 and offer a broad curriculum to all of our students at Key Stage 3, including Food Tech, Art, Textiles, PE, Computing, Dance and Drama alongside the core subjects. At Key Stage 4, we offer a wide range of subjects including Health and Social Care, Sociology, IMedia, Dance and Drama. We also offer a broad range of subjects, both A Levels and BTEC, at Key Stage 5. The curriculum is constantly being reviewed and developed to ensure it is responding to the needs of our students.

Of equal importance is our extended curriculum offer, which provides our students with a wide range of clubs, trips and careers opportunities, which are free and accessible to all of our students. All staff are expected to support in the running of at least one club per week.



Staff workload and wellbeing are at the heart of all decisions made by the Senior Leadership Team:

- Mutual respect is one of the school's core principles and there is a zero tolerance approach to the bullying or harassment of staff.
- Every member of staff has regular line management meetings, and the first item on the agenda of these meetings is staff wellbeing. Staff are encouraged to raise any concerns they may have via these line management meetings.
- Staff breakfast is provided every Wednesday morning in the staffroom.
- The sending of e-mails has been limited to between 7am and 6pm on weekdays only, in order to support staff in preserving a healthy work/life balance.
- All staff have free access to the Employee Assistance Programme, which is paid for by the school.
- Staff shout outs take place every week during the weekly staff briefing, in order to publicly recognise the exceptional work that is being done on a daily basis by our staff.

Job description for Inclusion Room Support



Line manager: The postholder will be responsible to the Inclusion Hub Manager

Salary: Scale 6

Main activities:

To undertake the daily supervision and teaching of students in the Inclusion room

- To support the Inclusion Hub Manager with supervising the Inclusion Room.
- To liaise with Heads of Department to ensure students have access to suitable resources.
- To ensure that students have full access to the curriculum while they are in the Inclusion room.
- To work with the pastoral team in order to understand the needs and behaviours of the students being referred.
- To work with the pastoral team to arrange suitable drop-in times for them to speak to students
- To provide behavioural and emotional support for students who have been placed in the Inclusion room
- Assess, record and report on development, progress and behaviour.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Supervise students at breaks and lunchtimes and take duties as required.
- To take a positive approach to behaviour by forging strong and respectful relations with students.
- To contribute to the school's rich extra curricula programme.
- To work effectively within a team, support colleagues and not be afraid to ask for support.
- To take responsibility for your own professional development including attending relevant CPD events and identifying personal developmental targets.

This job description will be reviewed regularly and may be subject to change at any time after consultation with the postholder.