



The Stanway School



Inclusion Hub Manager

Information on the role,
the School and the Trust

The Stanway School

Take a virtual tour
of the school

The Stanway School is a popular and over-subscribed 11-16 school located in North-East Essex. We offer a modern learning environment with the latest facilities, including a brand new block opened just over 5 years ago.

Dedicated to student success, The Stanway School consistently achieves above National averages for Progress 8 & attainment 8 scores and boasts a team of dedicated and passionate teachers who empower students to thrive and confidently transition to their next step.

Ofsted (2023) rated us Good in all areas, highlighting our commitment to academic excellence and holistic development.

At Stanway, students don't just succeed in the classroom. We offer a diverse range of clubs catering to various interests, from sports to board games. We also provide exciting opportunities in music and drama, with regular performances and trips and visits for every year group. We ensure that all students have the opportunity to travel abroad, participate in residential, and engage in various cultural events.

Stanway School is seeking passionate and dedicated individuals to join our team. We offer a rewarding and collaborative environment where you can make a real difference in the lives of young people.

Benefits of working at The Stanway School:

- Be part of a supportive network: The Stanway School is a member of the Sigma Trust, a multi-academy trust in NE Essex. This offers you:
- Collaboration and support: Learn from and share best practices with colleagues across the trust.
- Increased career opportunities: Explore professional development and career progression within the wider trust network.
- Make a real impact: Contribute to the success of our students in a stimulating and nurturing learning environment.

We're seeking passionate individuals from all backgrounds to join our school community!

The Sigma Trust is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of any protected characteristics. This is embedded in our vision 'To Be Greater Than The Sum Of Its Parts', where we believe we are strong and more successful working together, creating a workplace which celebrates diversity



Interested in learning more? We encourage you to reach out with any questions about the position or our school. You're also welcome to schedule a visit to meet our team and experience our vibrant learning environment firsthand.

Join a thriving school within the supportive Sigma Trust

Meet the Inclusion Team

While Inclusion is everyone's responsibility the team comprises

- Deputy Headteacher for Inclusion
- Senior progress Leader for Inclusion
- SENDco
- Deputy SENDco's
- LSA's
- Years Teams
- Safeguarding team
- Attendance team

Lizzie Allen, SENDco and Assistant Headteacher

“Having dedicated over a decade of my career to the Stanway community, I know firsthand that true inclusion is not an add-on or a policy—it is the very heartbeat of our school. As Assistant Headteacher and Lead SENCO, my mission is to ensure that every single student, regardless of their starting point or barriers to learning, has the platform to thrive. Our 'Stanway Standards' are the scaffolding for this mission. We are Considerate and Respectful, actively building a warm community where every young person feels safe, valued, and heard. We look for an Inclusion Manager who will champion these values daily; someone who will inspire our students to be Responsible for their own journeys, to be Determined in the face of challenges, and to feel a deep sense of Pride in their unique achievements. If you share our unwavering belief that every child deserves to belong and succeed, we would love to welcome you to our team.”

Lynette Rampley, Senior Progress Leader for Key Stage 3.

“The student was finding it hard to stay in all of their lessons, concentrate for long periods of time, and was receiving numerous negative behaviour points, detentions, and time in the internal seclusion room (ISR) for poor behaviour.

Since the inclusion hub (IH) opened in February, the student has had a timetable allowing them time every day to go and work in there. They have completed various certificates/awards, crafts, as well as English, Maths, and Science work.

The student's behaviour in the classroom has improved, with a reduction in truancy, negative behaviour points, and defiance.

The inclusion hub has had nothing but a positive effect on the student and their time in school.”

Job Description

Job Purpose: To promote the aims of the school and maintain its philosophy of education while coordinating the school's intensive inclusion provision.

Safeguarding: The Sigma Trust is committed to safeguarding children. All posts are subject to a safer recruitment process, including criminal record disclosures and vetting checks. You will be expected to operate a culture of listening to children and taking account of their wishes and feelings.

Key Duties:

- Manage the day-to-day operation of the **Inclusion Hub, including staffing and student timetables.**
- Support the SPL's for behaviour and Inclusion with the Internal seclusion room daily operations.
- Coordinate individual student provision and plan personalised timetables for students with complex needs.
- Update **Inclusion Map and APDRs** (Assess, Plan, Do, Review) to ensure robust record-keeping for high-need cohorts.
- Provide professional guidance to colleagues, working closely with staff and external partners like the Local Authority and GROW.
- Monitor and update pupil attendance on **Arbor**.
- Promote student inclusion in the wider school community, including extra-curricular activities.

Person Specification

The successful candidate will be someone who:

- **Experience:** Has an appropriate range of relevant experience in education and working with **challenging young people**.
- **Knowledge:** Keeps abreast of research linked to **inclusion, SEND, and barriers to learning**.
- **Trauma-Informed:** Understands and can consistently apply **Trauma Perceptive Practice (TPP)** when working with students in distress.
- **Patient & Resilient:** Demonstrates the **patience** and **resilience** required to support students with complex SEMH needs, maintaining an equitable temperament under pressure.
- **Proactive Relationships:** Has the ability to proactively form good relationships with students, acting as a role model, and can communicate effectively with parents and staff.
- **Leadership:** Has the capacity to lead and manage a team of staff

Inclusion manager

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

We are seeking an enthusiastic, **proactive**, and highly **resilient** individual to coordinate our **Intensive Provision** and support our most **challenging pupils** with **SEMH (Social, Emotional, and Mental Health)** and complex behavioral needs.

- **Responsible to:** Deputy Headteacher
- **Salary Grade:** Scale 7
- **Hours:** Full-time, 37 hours per week, 39 working weeks
- **Closing Date:** Midnight, Monday 29 June 2026
- **Interviews:** W/C 6 July 2026

Key Responsibilities:

- **Operational Leadership:** Manage the day-to-day operation of the **Inclusion Hub** and coordinate specific provision for pupils with significant behavioral needs.
- **Proactive Pupil Support:** Plan and deliver reintegration plans for pupils identified by the Inclusion Provision Panel, taking a proactive approach to re-engage those showing lesson-avoidance behavior.
- **Innovation:** Coordinate the **AV1 Bots** provision to ensure students unable to attend lessons can still engage with learning.
- **Collaboration:** Act as a key point of contact for parents and external agencies, working with the SEND team to ensure the needs of the most challenging students are met.
- **Staff Management:** **Line manage Hub staff and** Identify training needs. lead INSET, and review performance to ensure good outcomes for pupils.