



NORTH
HUDDERSFIELD
TRUST SCHOOL



VACANCY

Inclusion Assistant

APPLICATION INFORMATION PACK



Welcome

Thank you for your interest in the advertised position of Inclusion Assistant at North Huddersfield Trust School.

The school opened in 2011 and has more than trebled in size since then. We now have over 1000 students on roll, with four year groups having an above PAN intake of 210. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

Located in a separate building, but very close to our main site, is our Appropriate Provision Unit. Here we support a small number of students who benefit from an alternative approach to their education. Focussing on building life skills through enrichment activities and a bespoke approach to formal education, Key Stage 3 and Key Stage 4 pupils benefit from a more holistic provision designed to meet their individual needs. You would be joining the unit at a very exciting time as changes are being implemented that will increase our ability to offer a truly individual educational package to help students to achieve their potential.

As Headteacher, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell
Headteacher

Vacancy Details

Inclusion Assistant

31 hours per week, term time + 5 days (requests for flexible hours will be considered)

**Start date: ASAP
Fixed term appointment until 31 August 2027**

Grade 6 (actual salary £19,271 - £20,540)

Closing date: 9am Monday 7th September 2026

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place for both staff and students.

We are looking to recruit an Inclusion Assistant who will, under the guidance of the Lead Practitioner and Appropriate Provision Co-ordinators, support students' learning in line with agreed objectives.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please contact recruitment@nhtschool.co.uk.

If you wish to apply for this post please apply through [MyNewTerm](#). The closing date is **9am on Monday 7th September 2026**.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

Role	Inclusion Assistant
Pay scale	Grade 6
Weekly hours	31 hours per week, term time + 5 days (requests for flexible hours will be considered)

Role Summary

Under the guidance of the Lead Practitioner and Appropriate Provision Co-Ordinators, support students' learning in line with agreed objectives.

Key Responsibilities

1. Classroom support
2. Other duties
3. General

Duties

Key accountabilities	Key tasks
Classroom support	• Under the guidance of the Lead Practitioner and Appropriate Provision Coordinators, support students' learning in line with agreed objectives ensuring an inclusive and differentiated approach • Provide direct supervision of a small number of students • Assist in the planning and preparation of learning activities and educational visits • Create and maintain a vibrant and positive learning environment where students can thrive • Support with continually driving standards to ensure that all students have the opportunity to maximise their potential • Set an excellent example to students of good behaviour, professionalism and respect • Consistently uphold the school's behaviour policy • Build and maintain positive working relationships with stakeholders, including colleagues, students and parents, ensuring that communication is timely and accurate and in line with the school's ethos • Ensure progress is clearly and accurately recorded and reported • Encourage students to engage positively in school life and provide opportunities for every student to maximise their achievements • Assist in the implementation and evaluation of structured plans, statutory and otherwise, to ensure that students are appropriately supported

	Attend meetings as required, including giving appropriate updates on student progress
Personal development	Develop self and others through the participation in the school's continual professional development programme
General	- Always uphold the school's PRIDE agenda - Adhere to strict standards of confidentiality - Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Lead Practitioner
Responsible for:	-

Person Specification

	ESSENTIAL	DESIRABLE
Education / training	✓ Maths and English GCSE at Grade C or above, or equivalent	✓ Relevant Teaching Assistant training
Experience	✓ Experience of working in a school setting	✓ Experience of working within an Alternative Provision setting ✓ Experience of working with students who exhibit challenging behaviours
Specialist knowledge & skills	✓ Ofsted criteria and a sound understanding of how Teaching Assistants can drive forward standards ✓ Proven ability to establish rapport and build positive working relationships with young people from diverse backgrounds ✓ Knowledge and understanding of different learning styles ✓ Proven ability to support, nurture and develop key skills and knowledge in students	✓ Current educational policy and an understanding of the National Curriculum ✓ Knowledge of SIMS school database ✓ First Aid qualified
Personal skills	✓ Ability to deliver excellent customer service to both adults and children ✓ Ability to plan and prioritise tasks ✓ Excellent attention to detail ✓ Outstanding communication skills ✓ Professional resilience ✓ A sensitive and diplomatic approach	
General	✓ Excellent understanding of safeguarding guidance	✓ A good understanding of school policies

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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