

How to Apply





Job Description

Job Title: Inclusion Base Lead

Hours: Full time

Grading/Salary: Grade 7, SCP12-20

Accountable to: Headteacher, SENDCO

WorkBase: Hungerhill School

Job Purpose:

To coordinate and lead the day-to-day operation of the school's internal hub provision, supporting pupils with SEND, SEMH, communication and interaction, attendance and behavioural needs through adaptive, relational and inclusive practice.

The postholder will work collaboratively with leaders, teachers, families and external professionals to promote engagement, wellbeing, reintegration and positive outcomes for vulnerable pupils. The role includes leading targeted intervention and provision, supporting the deployment of practice of other adults within the provision, and contributing to the school's graduated response and inclusive practice across the wider school community.

Duties and Responsibilities

Teaching, Learning & Inclusion:

- To demonstrate an informed and specialist approach to supporting teaching, learning and inclusion for vulnerable pupils.
- To promote, support and facilitate inclusion by encouraging participation in learning and wider school life.
- To support pupils with SEND, SEMH, communication and interaction, sensory and emotional regulation needs using adaptive and relational approaches.
- To lead targeted intervention and provision for individuals and groups of pupils.
- To support pupils to develop independence, resilience, emotional regulation and engagement in learning.
- To support reintegration following dysregulation, suspension, emotionally based school avoidance or periods of absence.
- To use effective behaviour regulation and relational approaches consistently in line with school policies and procedures.
- To organise and manage the internal in hub provision to maintain a calm, safe and purposeful environment.
- To observe, monitor and record pupil engagement, wellbeing, behaviour and progress, communicating this effectively to relevant staff.
- To contribute to the implementation of provision plans, support plans and EHCP outcomes.
- To support the development of inclusive practice across the wider school community.
- To use ICT effectively to support learning, communication and record keeping.
- To undertake duties commensurate with the grade and nature of the role as directed by senior leaders.

Operational Leadership:

- To coordinate the day-to-day running of the school's internal hub provision.
- To support the deployment and day-to-day direction of staff working within the provision.
- To model effective inclusive, adaptive and relational practice to other staff.
- To work collaboratively with the SENDCO, safeguarding team, pastoral staff and senior leaders.
- To maintain accurate records relating to provision, attendance, wellbeing, behaviour and progress.
- To contribute to provision mapping, graduated response processes and review meetings.
- To support the development and implementation of reintegration plans for vulnerable pupils.
- To liaise with families and external professionals regarding pupil support and provision.
- To contribute to whole-school inclusion development and strategy.

Planning & Assessment:

- To contribute to effective assessment, planning and monitoring of pupil progress.
- To use specialist knowledge to contribute to planning targeted provision and intervention.
- To prepare learning environments and resources appropriate to pupil need.
- To support teaching staff to adapt provision and learning approaches to meet individual needs.
- To evaluate the impact of intervention and provision strategies.



Job Description Continued

Working With Staff, Families & External Professionals:

- To develop positive and effective professional relationships with pupils, families and staff.
- To communicate effectively with parents/carers regarding pupil progress, wellbeing and provision.
- To work collaboratively with teaching staff and leaders to support vulnerable pupils.
- To contribute to multi-agency meetings and reviews where appropriate.
- To maintain confidentiality and professional boundaries at all times.

Professional Development:

- To engage in ongoing professional development relating to SEND, SEMH, safeguarding, adaptive teaching, relational practice and inclusion.
- To support the development of staff confidence and inclusive practice where appropriate.
- To reflect on professional practice and contribute positively to school improvement.

Health, Safety & Safeguarding:

- To promote the safety, wellbeing and safeguarding of all pupils in line with statutory guidance and school policies.
- To recognise and respond appropriately to signs of dysregulation, vulnerability, safeguarding concerns and unmet need.
- To support pupils with personal medical needs where appropriate and in accordance with individual care plans, risk assessments, training and school procedures.
- To promote dignity, inclusion and positive relationships within the provision and wider school.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

Person Specification

Job Title: Inclusion Base Lead

Hours: Full time

Grading/Salary: Grade 7, SCP12-20

Accountable to: Headteacher, SENDCO

WorkBase: Hungerhill School

Qualifications & Training:	Essential	Desirable
I GCSE Maths and English (Grade 4/C or above)	✓	
I HLTA qualification or equivalent relevant experience	✓	
I First Aid training or willingness to complete	✓	
I Training relating to SEND, SEMH or Safeguarding	✓	
Experience:		
I Experience working in a school or educational setting	✓	
I Experience working with children and young people with SEND and/or SEMH needs	✓	
I Experience delivering targeted intervention and provision	✓	
I Experience supporting pupils with behaviour, attendance or emotional regulation needs	✓	
I Experience coordinating provision or supporting the work of other adults		✓
I Experience working collaboratively with families and external professionals		✓
Skills & Knowledge:		
I Strong understanding of SEND, SEMH and inclusive practice	✓	
I Understanding of adaptive teaching and relational approaches	✓	
I Knowledge of emotional regulation and behaviour support strategies	✓	
I Ability to build effective relationships with pupils, families and professionals	✓	
I Ability to organise provision and prioritise effectively	✓	
I Good verbal and written communication skills	✓	
I Ability to remain calm and solution-focused in challenging situations	✓	
I Good IT skills and ability to maintain accurate records	✓	
I Knowledge of safeguarding and graduated response processes	✓	

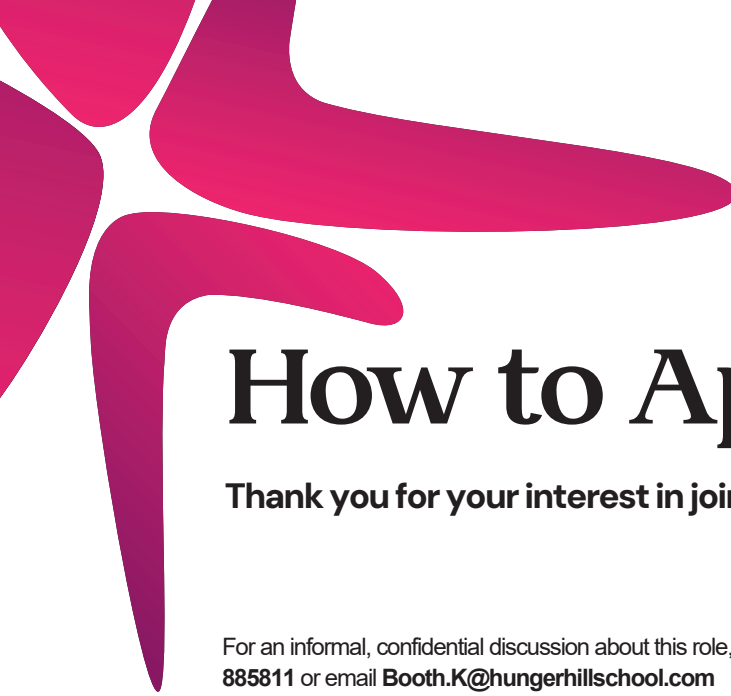
The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.



Person Specification Continued

Personal Qualities:

I	Commitment to inclusion and positive relationships	✓
I	Resilient, reflective and adaptable	✓
I	Positive, calm and solution-focused approach	✓
I	Commitment to safeguarding and promotion pupil wellbeing	✓
I	Ability to motivate, inspire and support vulnerable pupils	✓
I	Commitment to the ethos and values of the school and Trust	✓



How to Apply...

Thank you for your interest in joining BFLPT.

For an informal, confidential discussion about this role, please contact **Kelly Booth** on, **01302 885811** or email **Booth.K@hungerhillschool.com**

The closing date for applications is **9am Friday 11th September**

Interviews are scheduled **to be confirmed**

Applicants are advised to read the BFLPT Recruitment Pack carefully, in conjunction with the job description and person specification, prior to submitting an application.

To apply, please submit:

- A completed application form
- A supporting letter
(maximum two A4 pages) outlining:

- Your motivation for applying
- How you meet the person specification
- The experience, skills and qualities you would bring to the role

To begin your application, please follow the link on our Trust website: [Brighter Futures](#)

If invited to interview, where modifications/reasonable adjustments are required for a disability, it is the candidate's responsibility to notify the school/Trust in advance.



BFLPT is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company number 07939747) whose registered office is at Hungerhill Lane, Edenthorpe, Doncaster DN3 2JY



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