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PRINCE ALBERT HIGH SCHOOL

RECRUITMENT PACK

PACT Prince Albert

SENIOR INCLUSION SUPPORT WORKER

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WELCOME FROM OUR CEO

Thank you for taking the time to download the application pack and expressing your interest in the current Senior Inclusion Support Worker vacancy at Prince Albert High School.

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.

I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children…we hope someone will work this hard for our children.”

Key to achieving our PACT vision “enable every student to succeed at school and in life” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

Phillipa Sherlock-Lewis

OUR VALUES

Everything in our school is about purpose and that is underpinned by our three values:

Integrity
We are honest to our work, ourselves and others. We always do the right thing because simply because it is the right thing to do - not for reward or to avoid sanction.

Excellence
We have the highest expectations of ourselves and each other. We are happy to get feedback and learn to be better. We are proud of our identity and to be ambassadors of our community.

Service
We believe that to lead is to serve and service brings joy. We promote kindness and grace in every interaction - inside and outside of school. We give back to our community to make our education valuable.

PHILOSOPHY

Our philosophy emphasises the importance of articulacy, vocabulary and the art of debate. This is promoted through the curriculum, enrichment, and students' interaction with every member of staff:

We are a no shouting school
We believe that shouting is a loss of control and therefore model emotional constancy in every interaction. We do not raise our voices at students.

Deliberative language and choice
We pay close attention to words. We use language that is relentlessly positive, unambiguous, emotionally constant and growth-orientated.

Routines are codified
Our routines are the backbone of our culture. They provide an effectiveness, consistency and clarity that liberates staff and students.

Behaviour is separate from the individual
We believe that behaviour is a choice which can be improved, rather than based on an innate personality trait. We model better choices through our value of excellence.

We sweat the detail on everything
We enter the building is in service to a calm start. We speak to each other in service of respect and grace. We present our work in service to our value of excellence.

We remain close to the work
Our staff, including senior leaders, are visible and present. They exemplify and model our expectations of excellence in every interaction.

SAFEGUARDING

CHILD SAFEGUARDING POLICY

At Prince Albert Community Trust we are committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

KEEPING CHILDREN SAFE IN EDUCATION 2025

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, social media, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

For the full policy visit the school's website by clicking on the school's logo on the right:

ROLE INFORMATION

Post: Senior Inclusion Support Worker
Salary: Grade 2, Scale point 3-8 + SEN Allowance
Conditions of Employment: These are stated in the most recent Conditions of Employment of Teachers other than Headteachers taken from the most recent School Teachers Pay and Conditions and any subsequent orders and guidelines related to teachers' conditions of service.
Accountable to: Executive Headteacher, Head Teacher, Deputy Headteacher and Assistant Headteachers, Subject Leader and directly responsible for any persons providing support within the classroom.

JOB DESCRIPTION:SENIOR INCLUSION SUPPORT WORKER

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose:

This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Key Areas of Responsibility

Support for pupils (either individual or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Support pupils during learning activities.
- Contribute to the health and well-being of pupils.
- Support children with specific Special Educational Needs (where appropriate to the focus of the role)
  - Sensory and/or physical difficulties
  - Cognition or learning difficulties
  - Behavioural, emotional and social development needs
  - Communication and interaction difficulties
- Manage the personal care needs of children, where appropriate in line with the school Intimate Care
- Policy and advice from PDSS.
- Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- Support pupils to access the curriculum.

Support for the teacher(s)

- Support the teacher in planning and evaluating learning activities.
- Support the delivery of learning activities
- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Support in preparing and maintaining the learning environment.
- Contribute to the management of pupils' behaviour.
- Support in maintaining pupils' records Support the maintenance of pupils' safety and security.
- Undertake routine marking in line with school policy
- Provide general administrative support, for example, photocopying, collecting money, administer coursework

JOB DESCRIPTION: SENIOR INCLUSION SUPPORT WORKER

Support for the school

- Provide support for colleagues and work effectively as part of a year group team and the wider Inclusion Team
- Develop and maintain working relationships with other professionals
- Develop a positive relationship parents as appropriate
- Review and develop own professional practice
- Work as required across the Trust and in all Key Stages within the Trust

Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To participate in INSET as appropriate.

Discipline, Health and Safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Ensure any disclosure of child protection is dealt with quickly and effectively and in accordance with school policy and procedure
- Ensure that all pupil data in your care is treated in line with school policy and procedure
- Ensure at all times that school health and safety policy and procedure are adhered to

PLEASE NOTE: THIS JOB DESCRIPTION IS NOT PRESCRIPTIVE AND MAY BE REVIEWED AND CHANGED, IN CONSULTATION WITH THE POST-HOLDER, TO MEET THE CHANGING NEEDS OF THE SCHOOL

Data Protection

Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act(2000).

PERSON SPECIFICATION:SENIOR INCLUSION SUPPORT WORKER

Category	Essential
Qualifications and Training	• A good standard of education particularly in English and Mathematics
Experience	• Experience of working with children • Some experience of using Information Technology to support teaching and learning • Some experience of supporting children in English and Maths • Some experience of working with children with Special Educational Needs. • Knowledge of policies and the SEN Code of Practice 2014
Skills and Abilities	• The ability to make effective contributions to the team as appropriate. • A good understanding of child development and learning processes. • The ability to follow instructions from the teacher and also be able to work independently • Ability to take initiative, grasp new concepts and adapt to change • An understanding that each child is unique and deserves to be treated in a kind, caring and compassionate way • Ability to consistently use 'positive' behaviour management skills as appropriate to young children • Ability to establish positive relationships with children and their families and understands the importance of links with home • Ability to carry out systemic observations of pupils knowledge, understanding and skills and feedback to teacher • Ability to keep clear and up to date records of children's development Ability to work within and apply all school policies e.g. child protection • Knowledge of the legal requirements for maintaining the health, safety and security of yourself and others in the learning environment
Personal Qualities	• A flexible and positive attitude • Enjoy working and engaging with children • Competent and organised • Patient
Training	• Committed to concept of a Learning Community and promoting the school's vision, values and ethos. • Committed to the successful growth and development of the school • Committed to high quality provision of a broad, balanced, differentiated and stimulating curriculum within an innovative framework. • Committed to excellence in teaching and learning across the whole school
Other	• Willingness to maintain confidentiality on all school matters
Suitability to work with children	• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with Not barred from working with children.

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the **Trust's Application Form**. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

1. Documentary evidence of **right to work** in the UK
2. Documentary evidence of **identity** that will satisfy DBS requirements
3. Documentary proof of current **name** and **address**
4. Where appropriate any documentation evidencing **change of name**
5. Documents confirming any educational or professional **qualifications** that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS check
- Satisfactory online check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

HOW CAN I APPLY?

To apply for this role, please complete the online application form available through My New Term

Adverts Open
11 June 2026

Deadline for Applications
25 June 2026

Shortlisting
TBC

Interviews
TBC

All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm.

Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely, and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

WE RESERVE THE RIGHT TO WITHDRAW FROM THIS RECRUITMENT PROCESS AT ANY GIVEN POINT.

SPECIAL CONDITIONS OF EMPLOYMENT

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health And Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

PACT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CONTACT US

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