



RECRUITMENT PACK

Inclusion Support

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Our Academy



I am proud and privileged to be the Headteacher of Newsome Junior Academy and I am delighted to welcome you on behalf of the children, staff and Governing Body.

We are all passionate about making a difference and aim to inspire our children to become confident, resilient and enthusiastic learners. Our key values are at the heart of our provision: challenge, perseverance, pursuing success, respect, responsibility, courage and kindness and, as part of Impact Multi-Academy Trust, we work hard to create an inclusive environment where hearts and minds connect.

We place great importance upon working in partnership with parents and carers and are committed to building strong links within the community.

If you would like to be part of our dedicated team, we would love to hear from you.

Best Wishes,

Jane Fraser
Headteacher



Job Description

Post:	Inclusion Support
Salary:	Scale 6, SCP 18-22 (FTE £31,537-£33,699)
Actual Salary:	£26,135
Hours:	35.75 hours, Term Time Only
Contract:	Permanent
Responsible to:	The Headteacher
Closing Date:	Friday 15 May 2026 at 9am
Interview Date:	TBC

Core Purpose

To work with the SENDCO and Pastoral Team and as part of the Newsome Junior Academy staffing team to implement and extend the learning programme to support the learning of our SEND and most vulnerable pupils.

Provide practical support for SEN based learning, educational activities, developing social skills, integration and for securing pupils' physical and emotional well-being.

To actively engage with staff, pupils, parents and the wider community to support the SEND based learning process within school.

Duties and Responsibilities:

You will be directly responsible for the following:

Pupil and Parent Support

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
 - Work with parent/carers of our most vulnerable pupils with pupils with SEND needs who are not currently effectively engaged in supporting their child's education.
 - To work with parents/carers of pupils who have poor attendance are underachieving and/or have behaviour problems and work with them to overcome barriers to learning.
 - Work with parents/carers individually and in groups to support the education of their children who have barriers to their learning.
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- To lead, develop and deliver projects within the school and the community in support of learning for individual or groups of pupils with SEND.
- To undertake activities which will promote partnership high schools to parents of SEND pupils attending feeder primaries not in the partnership.
- Actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To know, understand and follow the documentation, processes and procedures for referrals and safeguarding processes for Impact Trust and the local authority.
- To arrange and lead meetings, under the direction of the SENDco and SLT, working with the pastoral team and external agencies.
- To work with the SENDco & SLT to develop and maintain the necessary registers for our most vulnerable and SEND pupils.

Community involvement

- To visit pupils' homes in order to establish and maintain home/school partnership, actively encouraging parents to participate in their role as the child's main educator.
- Develop effective working relationships with staff and outside agencies in order to secure wider community engagement in support of the learning needs of pupils and families.
- Work closely with local community organisations in developing links in support of pupils with SEND learning.
- To maintain accurate records of progress for each targeted pupil including the use of SIMS and CPOMS.
- To inform parents/carers about educational developments, initiatives and opportunities.
- To actively promote and provide parenting strategies through a variety of means, including the involvement of external agencies.
- To actively provide informal mentoring and guidance for parents/carers wishing to access further opportunities.
- To inform, recruit and support adult participation on course delivered by recognised providers.
- To provide local art, culture and sporting activities for the benefit of children, families and the local community working with the pastoral team and other relevant external agencies.

Curriculum Activities

- Working with the Pastoral and SLT team, to understand and identify a range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils and families.



- To contribute to the sharing of information between local agencies, schools, authorities and other staff to review, evaluate and improve strategies.
- To undertake relevant training and development as required from time to time by the SENDCO and head teacher and be involved in ongoing development reviews of skills and competencies.
- Under the direction of the SENDCo and SLT; lead on, attend and contribute to duty related meetings as required.
- To actively research, devise, prepare and maintain resources in support of projects.
- Work with the SENDCO, Head teacher and school staff to ensure parents and representatives of the local community has the opportunity to discuss educational provision. To ensure that clear and consistent messages regarding school policies and practices are given to pupils, parents and members of the community.

General

- As part of your wider duties and responsibilities you are required to promote and actively support the Trust responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Trust communications

Other

- To participate fully in Performance Management Review and other trust performance and development initiatives as appropriate.
- To follow the schools Safeguarding Policy and child protection procedures as directed
- To follow all school and Trust policies and procedures
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level Grade C or above) Relevant training and development in an appropriate subject area 	<ul style="list-style-type: none"> SEND qualifications HLTA qualification 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Experience of leading on promoting partnership working with parents, schools and external agencies Experience of working cooperatively with adults including parents, families and other external agencies Working in a school or early years setting with a similar context Experience of working with children with a wide range of needs (SEND, EAL, vulnerable) 	<ul style="list-style-type: none"> Experience of running courses to support learning and facilitating children/young people development Experience of specific SEND needs and appropriate support strategies Interpretation/translation skills Experience working as a HLTA 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> High expectations which motivate and challenge students Ability to engage children with learning in an age-appropriate way Understanding and commitment to Equal Opportunities Knowledge and understanding of SEND practice 	<ul style="list-style-type: none"> Understanding of the primary curriculum and other basic learning/national curriculum Knowledge of schools/partnership targets 	<ul style="list-style-type: none"> Application Interview References



Character

- Strong moral purpose and drive for improvement
- Ability to work well in a team and on own initiative
- Values-aligned & resilient
- Ability to work in a calm manner with children exhibiting behavioural difficulties
- Flexible
- Motivated and enthusiastic
- Excellent interpersonal skills
- Good sense of humour
- Desire to develop yourself and commitment to ongoing CPD
- Ability to receive and act on feedback
- Strong attention to detail
- Ability to work under pressure
- Commitment to the full life of the academy

- Ability to think clearly and remain calm in emergency situation

- Application
- Interview
- References



Information about our Multi-Academy Trust (Impact)

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consists of eleven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay
Chief Executive Officer



Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career Teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform, which gives access to a range of benefits:

- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice and wellbeing is really important to us. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.



To arrange a visit to Newsome Junior Academy or find out more about the role, please contact our Administrator Marc Cowperthwaite on 01484 540509 or by email office@newsomejuniors.co.uk

For further information about Impact Education MAT, please visit our website: www.i-mat.org.uk