



Pix Brook Academy Application Pack

Inclusion Lead





CONTENTS

1. Introduction
2. About BEST
3. About Pix Brook Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Izzie Hepworth

Assistant Principal

iheworth@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Visits to the school are welcomed.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities.
- All classrooms have 21st century technology including Clevertouch interactive screens. All teachers receive a lap top.
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning.
- Supportive, experienced team with fully planned and resourced curriculum.
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression.
- Rural location with extensive parking yet only 35 minutes from London King's Cross.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 21st June 2026

Interview date: Week beginning 22nd June 2026

We reserve the right to review applications and appoint a candidate prior to the closing date.

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Inclusion Lead
Based at	Pix Brook Academy
Salary/Grade Range	2D points 4-6 (FTE - £25,185 – 25,989) Actual salary - £21,928 – 22,628
Responsible to	SENDCo/Assistant SENDCo
Hours	37 hours a week, term time only, including five training days

Purpose of Role

To lead and develop inclusive education across the school, ensuring that all students particularly those with additional educational needs and EHCPs, can access the curriculum and reach their full potential.

A core function of this role is the strategic deployment, performance management, and ongoing professional development of the Teaching Assistant (TA) team.

As our Inclusion Lead, you will be the primary champion for our Teaching Assistants, ensuring their unique insights are woven into the fabric of our school's decision-making.

Main Responsibilities

- To manage and support the Teaching Assistant team.
- Observe teaching assistants to monitor the quality of support provided and contribute to their ongoing professional development
- Manage and respond to day-to-day issues raised by teaching assistants, ensuring effective communication and smooth operational support
- To support managing the Orchard Room (our inclusion space)
- To support teaching staff in lessons



- To deploy cover for the TA team each morning as required, including planned cover.
- Assist with preparation for school trips and arrange the supervision of pupils on such visits, in liaison with the trip leader.
- Promote and support the inclusion of all pupils in the learning activities.
- Support and implement the school's behaviour policy.
- To assist in devising and extending educational activities as part of curriculum preparation. This may include contributing to the development and implementation of Personal Provision Plans (PPPs).
- Ensure all PPPs and Student Passports have been read and implemented by all teaching staff
- Update student and parental views on the PPPs, ensuring perspectives are accurately updated, as part of maintaining high-quality, collaborative support plans
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Principal/SENDCo.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Inclusion Lead

Attributes	Essential	Desirable
<p>Education and Qualifications</p>	<p>Educated to GCSE level (or equivalent) with English and Maths at grades A*-C/9-5.</p>	<p>A Level/NVQ Level 3 and/or university graduate.</p> <p>Qualified ELSA</p>
<p>Skills and Experience</p>	<p>Ability to effectively lead, manage, and support a team of staff to ensure high-quality practice</p> <p>Understanding of the educational system and educational needs of children.</p> <p>Can demonstrate application of information and communication technology for development of learning and teaching in that subject.</p> <p>Ability to inspire, enthuse and motivate pupils.</p> <p>Experience of planning and leading 1:1 and small group interventions.</p> <p>Experience of demonstrating behaviour management skills.</p> <p>Experience of working in a classroom setting engaging and supporting small groups or classes of pupils</p>	<p>Previous experience of working with young people in a secondary or upper school.</p> <p>Experience of working with students with ASD and/or ADHD and Dyslexia.</p> <p>Experience in leading phonics interventions and programmes.</p> <p>Willingness to acquire first aid qualification.</p> <p>Willingness to undergo further qualifications in various SEND.</p>



	To be able to de-escalate students and support appropriately	
Personal Attributes	<p>Ability to work effectively as a member of a team.</p> <p>Ability to communicate effectively with children and adults.</p> <p>Ability to use humour and develop relationships with staff and students.</p> <p>Ability to work on your own initiative.</p> <p>Able to demonstrate high standards of integrity, confidentiality and reliability.</p> <p>Will have a flexible approach to adapt to a changing environment.</p> <p>Willingness to undertake appropriate further training.</p> <p>Ability to meet the physical needs of pupils.</p> <p>Demonstrate empathy and a high level of flexibility</p>	
Other	Appropriate DBS clearance, references and checks (before the post is taken up).	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

