

The **Stanway** School



**Deputy Inclusion
Hub Manager**



The **Stanway** School

The Stanway School is a popular and over-subscribed 11-16 school located in North-East Essex. We offer a modern learning environment with the latest facilities, including a brand new block opened just over 5 years ago.

Dedicated to student success, The Stanway School consistently achieves above National averages for Progress 8 & attainment 8 scores and boasts a team of dedicated and passionate teachers who empower students to thrive and confidently transition to their next step. **Ofsted (2023)** rated us **Good in all areas**, highlighting our commitment to academic excellence and holistic development.

At Stanway, students don't just succeed in the classroom. We offer a diverse range of clubs catering to various interests, from sports to board games. We also provide exciting opportunities in music and drama, with regular performances and trips and visits for every year group. We ensure that all students have the opportunity to travel abroad, participate in residential, and engage in various cultural events.

Stanway School is seeking passionate and dedicated individuals to join our team. We offer a rewarding and collaborative environment where you can make a real difference in the lives of young people.

Benefits of working at The Stanway School:

Be part of a supportive network: The Stanway School is a member of the Sigma Trust, a multi-academy trust in NE Essex. This offers you:

- Collaboration and support: Learn from and share best practices with colleagues across the trust.
- Increased career opportunities: Explore professional development and career progression within the wider trust network.
- Make a real impact: Contribute to the success of our students in a stimulating and nurturing learning environment.

We're seeking passionate individuals from all backgrounds to join our school community!





The Sigma Trust is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of any protected characteristics. This is embedded in our vision 'To Be Greater Than The Sum Of Its Parts', where we believe we are strong and more successful working together, creating a workplace which celebrates diversity

Meet the Team

Join our Inclusion Team at The Stanway School, where you'll find a team that consists of:

- Deputy Headteacher
- Assistant Headteacher
- Inclusion Hub Manager
- Assistant Heads of Year
- SENCO
- Deputy SENCOs
- Higher Level Teaching Assistants

John Player, Headteacher

"The Stanway School is a popular oversubscribed secondary school that serves the Stanway Community. Our school success is dependent on making sure that every student gets the help and support they deserve. The Inclusion Team is a close knit team that helps provide an array of inclusive support, interventions and strategies to students that require more support when accessing their education. Joining this team will be busy and satisfying, as no two days will be the same and you will genuinely be making a difference to young people's lives. Our Inclusion Team is one that truly provides that care for our students, where every success can be celebrated and all barriers are removed."



Sarah-Jane Jaggard, Deputy Headteacher:

"Our Inclusion Team often works behind the scenes, providing that layer of support that some students need to be able to make the most of their education. Having an inhouse team is so important to our school and students. We are a school that prides itself on relationships and the Inclusion Team is key to ensuring that all our students are able to learn and thrive. Students at The Stanway School have an excellent experience of school, make strong progress and feel a real sense of belonging. These basic principles underpin our ethos that we are a community school. Being part of our Inclusion Team means working in a unified team that shares a genuine moral purpose for our students, staff and school, where all students can thrive."





Lynette Rampley, Senior Progress Leader for Key Stage 3.

“The student was finding it hard to stay in all of their lessons, concentrate for long periods of time, and was receiving numerous negative behaviour points, detentions, and time in the internal seclusion room (ISR) for poor behaviour. Since the inclusion hub (IH) opened in February, the student has had a timetable allowing them time every day to go and work in there. They have completed various certificates/awards, crafts, as well as English, Maths, and Science work.

The student's behaviour in the classroom has improved, with a reduction in truancy, negative behaviour points, and defiance. The inclusion hub has had nothing but a positive effect on the student and their time in school.”



Lizzie Allen, SENDco and Assistant Headteacher

“Having dedicated over a decade of my career to the Stanway community, I know firsthand that true inclusion is not an add-on or a policy—it is the very heartbeat of our school. As Assistant Headteacher and Lead SENCO, my mission is to ensure that every single student, regardless of their starting point or barriers to learning, has the platform to thrive. Our 'Stanway Standards' are the scaffolding for this mission. We are Considerate and Respectful, actively building a warm community where every young person feels safe, valued, and heard. We look for an Deputy Inclusion Hub Manager who will champion these values daily; someone who will inspire our students to be Responsible for their own journeys, to be Determined in the face of challenges, and to feel a deep sense of Pride in their unique achievements. If you share our unwavering belief that every child deserves to belong and succeed, we would love to welcome you to our team.”



The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

We are seeking to appoint a qualified, enthusiastic and organised Deputy Inclusion Manager to work within our dynamic, supportive and successful teams at The Stanway School.

Hours/Weeks: 37 hours per week. 39 weeks of the year, (term time plus inset)

Pay range: Scale 5, points 10-13 (£27,694 - £29,064 FTE)

The closing date for applications is: 3pm Monday 22nd July 2026, interviews will be held Monday 27th July 2026.





Job Description

Deputy Inclusion Hub Manager

In this role you will undertake the following:

JOB PURPOSE

- To support the coordination and delivery of the school's intensive inclusion provision, assisting the Inclusion Hub Manager in promoting the aims of the school and maintaining its philosophy of education.

KEY DUTIES:

- **Hub Operations:** Assist with the day-to-day operation of the Inclusion Hub, including supporting staff and administering student timetables. Deputise for the Inclusion Hub Manager in their absence.
- **Student Provision:** Help coordinate individual student provisions and implement personalised timetables for students with complex needs.
- **Record Keeping:** Assist in updating the Inclusion Map and APDRs (Assess, Plan, Do, Review) to ensure robust record-keeping for high-need cohorts.
- **Behavioral Support:** Support the SPL's for behaviour and Inclusion with the Internal Seclusion Room (ISR) daily operations.
- **Innovation & Tech:** Help coordinate the AV1 Bots provision to ensure students unable to attend lessons can still engage with learning.
- **Monitoring:** Monitor and update pupil attendance on Arbor, following up on lesson-avoidance behavior.
- **Wider Inclusion:** Promote student inclusion in the wider school community, including extra-curricular activities.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification





Deputy Inclusion Hub Manager

The Governors would like to appoint an inspirational person who has the capacity to support the school in their drive to raise standards of achievement and enjoyment. We are looking for someone who is able to manage the cover requirements for the school, including liaising with external agencies, as well as support the school with logistics management for roomings, examinations and general requirements.

The following key characteristics outline the person specification that is being sought after:

Qualifications & Experience	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Qualified Teacher Status in the UK 			N/A
<ul style="list-style-type: none"> Successful teaching experience within the primary sector 			N/A
<ul style="list-style-type: none"> Evidence of recent and appropriate professional development 		✓	Q/R/I
<ul style="list-style-type: none"> Experience of working with external agencies, such as other schools, alternative education providers 		✓	
Skills and Knowledge	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Good numeracy and literacy skills 	✓		A/R/I
<ul style="list-style-type: none"> Has an appropriate range of relevant experience in education and working with challenging young people. 	✓		A/R/I
<ul style="list-style-type: none"> Ability to listen effectively, with clear communication skills 	✓		A/R/I
<ul style="list-style-type: none"> Possesses the ability to proactively form good relationships with students, acting as a role model, and communicating effectively with parents and staff. 	✓		A/R/I
<ul style="list-style-type: none"> Good understanding of how the role contributes to learner development 	✓		A/R/I
<ul style="list-style-type: none"> Ability to make a contribution to the work of the team supporting others 	✓		A/R/I
<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with learners, adults and other stakeholders 	✓		A/R/I
<ul style="list-style-type: none"> Demonstrates the patience and resilience required to support students with complex SEMH needs, keeping calm under pressure. 	✓		A/R/I
<ul style="list-style-type: none"> Excellent organisational skills, ability to problem solve and to be solution focused 	✓		A/R/I





<ul style="list-style-type: none"> Understands and can consistently apply Trauma Perceptive Practice (TPP) when working with students in distress. 	✓		A/R/I
<ul style="list-style-type: none"> Ability to promote and have awareness of Health and Safety regulations and Safeguarding requirements when allocating cover staff 		✓	A/R/I
<ul style="list-style-type: none"> Understand procedures and legislation relating to confidentiality and data protection 		✓	A/R/I
<ul style="list-style-type: none"> Demonstrate a clear commitment to develop and learn in the role 	✓		A/R/I
<ul style="list-style-type: none"> Has the capacity to support and help lead a team of staff within the Hub under the direction of the Manager. 	✓		A/R/I
<ul style="list-style-type: none"> Is innovative, dynamic, and possesses a sense of humour. 	✓		A/R/I
Personal	<i>Essential</i>	<i>Desirable</i>	<i>MOA*</i>
<ul style="list-style-type: none"> Commitment to the safeguarding of children and following relevant policies 	✓		A/R/I
<ul style="list-style-type: none"> Awareness of and commitment to equality 	✓		A/R/I
<ul style="list-style-type: none"> High expectations of self and others 	✓		A/R/I
<ul style="list-style-type: none"> Ability to prioritise time effectively and work to deadlines 	✓		A/R/I
<ul style="list-style-type: none"> Able to work well individually and within a team 	✓		A/R/I
<ul style="list-style-type: none"> Self-motivated and able to work on initiative 	✓		A/R/I
<ul style="list-style-type: none"> Approachable and flexible 	✓		A/R/I

Method of Assessment (MOA) Key:

A=Application; I=Interview; R=Reference Q=Qualifications T=Task

