



THE WELLS ACADEMY

Integrity Resilience Ambition

Welcome from the Principal

I feel incredibly privileged to be the Principal of The Wells Academy.

Education has the power to transform lives and it is our mission at Wells to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

At Wells, we strive for excellence and believe all children are entitled to an exceptional quality of education that is built upon a culture of high expectations, an ambitious and inclusive knowledge-rich curriculum and teachers that are inspirational subject experts. We are confident that this approach will empower our students to reach their full potential.

What makes Wells truly brilliant is our talented and dedicated staff and we are always keen to find people that are aligned to our mission. We extend an open invitation to colleagues wishing to visit us during the day to witness our academy 'in action' and are more than happy to meet with and talk to prospective candidates.

Thank you for taking an interest in our academy. We look forward to hearing from you.



George Coles
Principal, The Wells Academy



Who we are

Why do we exist?

We exist to provide our students with an education that allows them to live a life of meaning and purpose. By the end of Year 11, we want each of our students to be equipped with the knowledge, character and qualifications required to make a positive and lasting contribution to their family, community and the world.

What do we do?

We teach students a knowledge rich curriculum and support them to gain the very best qualifications.

How will we succeed?

1. Uphold a culture of high expectations
2. Develop an ambitious and inclusive knowledge-rich curriculum
3. Raise standards of expert, evidence-informed teaching

How do we behave?



Integrity

We are honest and do the right thing, even when no one is watching. We are always kind and courteous in our words and actions. We are courageous and stand up for what is right.



Resilience

We work hard and are self disciplined. We persevere when things get difficult. We embrace challenges as an opportunity to grow.



Ambition

We hold high expectations of ourselves. We resist making excuses. We form positive habits to achieve greatness.



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Inclusion Officer

The Wells Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: GAT 5

Hours: 37 hours, per week

Contract type: Full time, permanent, term time only

Reporting to: Assistant Principal: SENCO

Main purpose

- Manage, implement and review the strategy for the child and family work within the academy
- Support with the completion of key documentation to ensure all stake holders are upholding the highest expectations of students with SEND
- Identify and address the needs of children and families who need help to overcome barriers to learning and engagement with education
- Support families so that they can support their child's learning and wellbeing; including supporting families to increase resilience and independence in accessing support and participating in academy and community life
- Promote the safeguarding of all students at the academy
- Support the wider Inclusion Team with ensuring the graduated response is embedded, including the administrative element of the process

Duties and responsibilities

- Manage the multi-agency approach for completing key referrals and documentation for Educational Health Care plans, Neurodevelopmental Pathway documentation, Local Authority referrals and any other documentation deemed as appropriate
- Manage the scheduling and organising relevant information for the ADPR cycle
- Record and file minutes including annual reviews and agency meetings
- Use the relevant systems for recording and monitoring the provisions of students with SEND (Provision Maps)
- Gather and share information with the wider community of the school and external agencies
- Update the detention tracker for 2+ removes each day
- Work as a part of the wider inclusion team in the academy to develop and deliver effective strategies to be included in student passports
- Contribute to team meetings giving strategies as provided through consultations
- Promote high quality family engagement and links between home and school
- Empower families to overcome issues and find sustainable solutions to their problems, providing guidance, information and support to families as well as signposting through Ask Lion
- Support families of children with early signs of risk factors and work with them, academy staff and other support agencies to prevent problems worsening

- Support the day-to-day safeguarding routines at the academy, responding to staff, family and student concerns to resolve issues and seek early intervention and support where required
- Build positive relationships with all external agencies and liaise where appropriate.
- Work with the wider academy Inclusion Team and support referrals to agencies and assessment pathways
- Support with EHCP and LAC processes including gathering information and managing arrangements for statutory meetings and reviews
- Fulfil all administration duties for the above and work in line with Trust's standards and procedures
- Liaise with families to complete key documentation
- Ensure records and files are regularly updated to show the work undertaken and to ensure that these are kept confidential following effective information sharing protocol, including electronic logs on CPOMS
- Attend training as appropriate
- Any other duties as deemed appropriate

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the academy

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Educated to GCSE grade C standard in English and mathematics • Further qualifications related to the role
Experience	<ul style="list-style-type: none"> • Completing Educational Health Care Plans and Annual Reviews • Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements. • Has worked in a student facing role
Skills and knowledge	<ul style="list-style-type: none"> • Has knowledge of the EHCP process • Understands the Neurodevelopmental Assessment Pathway • Ability to build effective working relationships with staff and other stakeholders • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Excellent IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others
Personal qualities	<ul style="list-style-type: none"> • Uphold and promote the ethos and values of the academy • Ability to work under pressure and prioritise effectively

	<ul style="list-style-type: none">• Maintain confidentiality• Commitment to safeguarding and equality
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