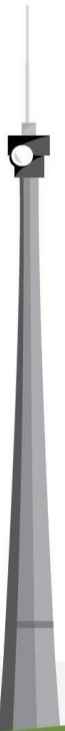


Information Booklet

Inclusion Officer



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School, Scholes Junior and Infant School and Grange Moor Primary School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of six schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

Inclusion Officer

For

Organisation	Scissett Middle School
Job Scale	Grade 8
Hours	37 hours per week term time only plus 5 days
Type	Permanent
Job share	Can be considered for the right candidate
Location	The primary place of work shall be Scissett Middle School, but you may be required to work at any school within the Trust.
Responsible to	Assistant Headteacher – School Culture

JOB CODE	SMSINC0926
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The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. Scissett Middle School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Education Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. You will support the delivery of an effective education and curriculum function in line with schools policies and procedures.

Basic Job Purpose

We are seeking a colleague to take up post as Inclusion Officer. The role will involve actively supporting maintaining the highest standards of behaviour and welfare in school. This includes undertaking on call duties and pastoral investigations. It will also involve managing day to day behaviour issues and supporting pupils to find resolutions. This will often include liaising with parents/carers.

This role will also involve providing support to the school's SENDCO particularly in the management of SEND paperwork and other associated administrative tasks.

Finally, the role will require someone to work as part of a team including teachers and other support staff to support the learning and welfare of all pupils and will require supervisory duties including to assist in the co-ordination and supervision of other support staff.

In summary the role will include:

- To help address any pastoral needs of pupils who require assistance in overcoming barriers to learning in order to achieve their full potential.
- To work with pupils and in partnership with parents, appropriate staff and other agencies to bring about improved behaviour and attendance.
- To promote positive attitudes from pupils and families towards education to ensure pupils benefit fully from the opportunities available to them.
- To work with identified vulnerable pupils and any others requiring support.
- Under the supervision of the school safeguarding lead, to manage, respond to and forward safeguarding concerns about the pupils of Kirkburton Middle School.
- To support the SENDCo in the management of SEND plans through administration management.
- To take on supervisory duties as determined by the school.

The successful applicant will:

- Be flexible and caring.
- Have excellent interpersonal skills.
- Be committed to contributing as part of a successful team.
- Be passionate about enabling every child to fulfil their potential.

Specific Responsibilities

Managing Pupil Well-Being

- Provide support and advice to pupils in line with promoting their social care and personal development with respect to learning and health and safety.
- Respond to and take steps to resolve relationship issues between pupils.
- Comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Liaise with external agencies on behalf of the school.
- Respond to calls for support on two-way radios.
- Assist in breaktime / lunchtime supervision.
- Provide support to the wider inclusion team (SEND and Heads of Year) as directed by senior staff.
- Supporting all pupils to attend in full uniform. This will include the daily allocation of uniform to pupils, where required, along with longer term solutions such as working with the uniform exchange and other charities or organisations.

Relationship with Parents and the Wider Community

- Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action where necessary.
- Ensure contact is made to parents whenever incidents are dealt with by self or when delegated to contact by others.
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.
- Undertake pastoral investigations on behalf of pastoral leaders.

General

- Arrange for work to be set and collected for exclusion and other pupil absence.
- Seek reports on pupil progress from staff.
- Establish clear and effective communication with parents.
- Liaison with agencies responsible for pupils' welfare and contribution to multi agency meetings.
- Any other aspect commensurate with the post, as required by the Head of school.

SEN Support

- Provide admin support for the SENDCO including IEPs, review meetings, training files, SEND targets, transition support and updating information on the school website.
- Liaise with SENDCO and support team, including adapting support staff timetables to provide cover where required.
- Provide support, as required, with dyslexia strategies/interventions/screening.
- Support organisation of SEND interventions as directed by the SENDCO.
- Act as a point of contact for the SENDCO in their absence.

Support for the School

- Contribute to the overall ethos, work and aims of the school.
- Establish constructive relationships and communicate with other professionals to support the progress of pupils.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Attend and participate in relevant meetings and training as required.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- Supervise pupils at lunchtimes and breaktimes as required.
- Be responsible for maintaining and updating records, information and data in line with school policies.

Further Duties

- To carry out additional tasks deemed reasonable by the Head of school.
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development.

Monitoring

- Actively monitor behaviour data.
- Actively monitor attendance data.
- Managing the administration of year group minutes and daily detention lists.

Equal Opportunities

- To promote equal opportunities in education in order that all pupils and young people and families will gain optimum benefit from the service provided at Kirkburton Middle School.
- To promote and ensure that all pupils and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, pupils, parents and the wider community.
- Adhere to the principles expressed in the aims of the school and its values.
- Actively contributes to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up to date with all aspects of the Child Protection Policy as it applies to the post.
- To respect the confidential nature of information relating to the school and pupils.

Person Specification – Inclusion Officer

E Essential

D Desirable

A Application Form

T Test/Exercise

I Interview

R References

Qualifications & Experience

E	5 or more GCSEs at grade C or above, including English and Maths (or equivalent)	A
D	Training in relevant learning strategies	AI
D	First Aid Qualification	A
E	Experience of working with children / young people	AI
D	Experience of implementing and managing strategies for behaviour management	AI
D	Experience of working with pupils on a 1:1 basis, supporting pupils with special educational, additional or behaviour needs	AI
E	Experience of preparing paperwork for external review and compliance	AI
E	Experience of working with parents and managing concerns	AI
D	Experience of assisting teachers in delivering the curriculum	AI

Knowledge & Understanding

E	Knowledge of the National Curriculum applicable to the school and other basic learning programmes/strategies	AI
E	Understanding of child development and learning	AI
D	Understanding and commitment to the Trust's Equality and Diversity Policy and how it relates to the duties of the job	AI
E	Knowledge of Keeping Children Safe in Education and how this relates to the duties of the job	AI

Skills & abilities		
E	Effective use of ICT to support learning	AI
D	Ability to assist teachers in planning class activities	AI
E	Ability to communicate effectively with pupils and staff members	AI
E	Ability to relate to children / young people	AI
E	Ability to work as a team member	AI
E	Ability to work with children exhibiting behavioural difficulties	AI
D	Demonstrate ability to effectively motivate and supervise a team of staff	AI
E	Ability to diffuse situations and actively seek resolution	AI
Personal Qualities		
E	An excellent record of attendance and punctuality	R
E	Adaptability to changing circumstances/new ideas	I
E	Ability to inspire confidence in staff, students, parents and others	I
E	A commitment to inclusive education	I
E	Reliability, integrity and stamina	IR
D	Determination to succeed and the highest possible expectations of self and others	I
D	Resilience and perspective	I

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Inclusion Officer

If you wish to apply for the post of Inclusion Officer, then please complete the application form found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission **ONCE** you have populated each section. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

The application form requires you to provide in addition to personal details, educational achievements and employment history clear and concise examples of how you meet the following areas:

- Relevant Experience
- Education and training attainments
- General and specialist knowledge
- Skills and Abilities
- Additional factors in continual professional development

If you require support to complete the application please contact cgray@themast.co.uk or telephone 01484 598898 to speak to the HR department.

The job code for this role is SMSINC0926

If you would like an informal discussion with regards to the role prior to applying please contact James Davidson, Assistant Headteacher – School Culture.

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Dates

The closing date for applications is **4pm on Wednesday 30 September 2026**

The interview date is expected to take place during the **week commencing 12 October 2026**.

If we have not contacted, you by **7 October** please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be **as soon as possible**.

Please accept this as acknowledgement of the time and interest you have shown

