



Inclusion Support Assistant Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

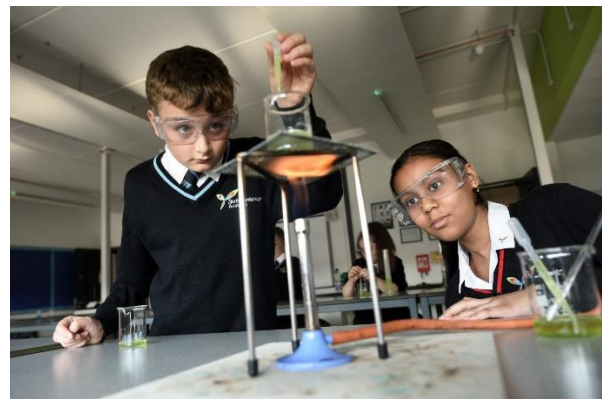
We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:

- | | |
|---|---|
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Valuing People | Engaged, developed, supported, and consulted. |
| 
High Quality Learning Environment | Experts who strive for continual development. Collaborative networks, trusted to deliver. |
| 
Pursuit of Excellence | Set ambitious goals and model what success looks like. Eager to improve. |
| 
Extending the Boundaries of Learning | Make connections, provide opportunities. Generous and sharing of knowledge and expertise. |
| 
Achievement for all | Are accountable for the outcomes we contribute towards and strive for the very best. |



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Applying:

For any questions about the application process please contact:

hr@lincroft.academy

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

About Lincroft Academy

Lincroft Academy has an excellent reputation locally and more widely across Bedfordshire and neighbouring counties. In the summer of 2022, we secured our first set of validated GCSE results, with a Progress 8 score of +0.4 and some of the best attainment in the area. In September 2021, we became part of the successful Meridian Trust and have been integrating into their proven networks and systems since joining. Our new Principal, Emma Appadoo, was appointed in June 2023. We have very high aspirations for the years ahead. Lincroft is a growing school having transitioned from middle to secondary in 2017. We are highly ambitious and strive to achieve excellence in all areas.

We have high expectations of all our students and develop them to become successful, confident and responsible young people ready for further education or employment. In September 2023 we restructured our pastoral systems to implement a full House system, incorporating vertical tutoring and close academic mentoring. We believe that our task as teachers is to develop students' full potential, both inside and outside of the classroom. We encourage them to work hard at their studies and join in the extensive range of extra-curricular opportunities provided by a dedicated staff. We aspire that every student is properly known, valued and supported.

Our staff are hardworking and supportive, we thrive on new challenges and we work closely together to ensure our students feel happy and safe; our experience tells us that young people work most successfully in a school community that is caring and friendly, yet firm and clear in its expectations and standards.



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

Principal's Message

Ms Emma Appadoo

I am very proud to be Principal at Lincroft Academy. Within our vibrant learning community, we share a common goal; to continually strive for excellence. At Lincroft, we maintain exceptionally high expectations and standards in everything we do, ensuring that our students receive the best possible education. We commit to educating, inspiring and supporting our students so that they can become exceptional learners, confident and empowered to make a rewarding contribution to society.

Our curriculum is designed to seamlessly build upon the foundation laid in primary school, preparing our students for post-16 education. High-quality teaching enables our students to achieve very well. Lincroft Academy now has some of the highest performing GCSE outcomes in Bedford and are above the national average. While we take immense pride in our students' achievements, we remain committed to continuous improvement.

Every child at Lincroft Academy is known, valued and supported to be the best they can be. Our foremost priority is to create a safe and nurturing environment where students thrive. We promote kindness, respect and good manners, just as families do at home, so that our students can become decent adult citizens. Students at Lincroft are well supported through our House System because they work with the same team of staff throughout their Lincroft journey. This system of support fosters belonging, ensures students are known well and strengthens relationships and communication with families. Our comprehensive Inclusion Hub allows us to provide tailored support to students, regardless of their background or needs. Working alongside each other, being supportive and caring is integral to who we are. Our partnership with parents and carers is highly valued and we know that this is an essential part of a positive educational experience for our students.

Our staff are absolutely committed to the education of our students; they are passionate, dedicated and many of them send their children here too. Some of our ex-students now teach here. This speaks volumes about the sense of community at Lincroft. The opportunities provided at Lincroft are broad and many and, even then, continue to grow; from sports to the arts, business and careers – our curriculum extends very much outside the classroom. Our students consistently excel in sports and the arts, enhancing our strong reputation in these areas.

We are proud to be part of Meridian Trust, who look after a total of 30 academies including many in Bedfordshire. We have access to extensive knowledge, expertise and resource, not just at Lincroft, but across the entire Meridian network. This broader community provides our students with additional opportunities and experiences alongside their peers



from other academies. This has also opened up investment opportunities to help modernise the school building and facilities.

As a parent of two children myself, I am personally committed to ensuring that the education we deliver at Lincroft is nothing less than I would accept for my own children. Lincroft Academy is a place where every child has the opportunity to realise their potential. We warmly welcome you to our community.

For more detailed information about Lincroft Academy please visit our school website Lincroft Academy or contact us to make an appointment, we warmly welcome visits to the school, by appointment.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Inclusion Support Assistant
JD Reference:	STD ED 37
School/Academy:	
Weeks:	39 Weeks
Hours of work:	37 Hours
Salary:	Grade 7
Responsible to:	Lead Teacher Inclusion

Role:	Support the running of the Inclusion Team
Purpose of the job:	To assist with the day-to-day running of the inclusion provision, providing a safe and calm time specific learning environment for students within the AP provision.

Responsibilities and Accountabilities:

- Provide day to day support within the inclusion and behaviour-based spaces with both pastoral and academic support, ensuring appropriate pathways for children.
- Support with discipline response, duties and climate walks.
- Assist with incident investigations.
- Provide support in the Pivot Room and/or other behaviour and inclusion spaces.
- Support with the management to lateness and poor punctuality
- To be cognisant of and responsive to challenging behaviours of children, especially those new to the school.
- Assist in providing alternatives to fixed term exclusions of students.
- Provide students with adequate educational activities provided by teaching staff or off-site providers, including assisting with collation of work for students.
- Monitor the attendance of students and have regular communication with the Attendance Officer and provider.
- Participate in meetings with the house teams, and inclusion team as appropriate to support the needs of students.
- Participate in meetings with the Assistant Principal or Senior Tutors to support student behaviour improvements as appropriate.
- Support the (half termly) analysis of AP and Inclusion.
- Manage and support duties before/after school, break, lunch time and after school detentions.
- Report to the AP for Inclusion/ Senior Tutors/ curriculum leads daily concerning students' conduct within the provision when required; (this will be on the individual needs).



- Contribute to effective records on student access to the inclusion provision and individual case files.
- Establish a climate of excellence within learning and teaching with students at least matching levels of performance indicated by prior attainment.
- Maintain good order and discipline among pupils whilst carrying out supervision of students and staff duties.

Administrative support for the Inclusion Team

- Clerical support as requested including filing, word processing, record keeping and telephone messages.
- Work with the Lead DSL and SPOC with matters relating to safeguarding and welfare.
- Update all student confidential records.
- Attend re-admittance meetings for excluded students, as appropriate.
- Attend and support as necessary during the New Intake Evening.
- Attend and support as necessary the school open evenings.

Outside Agencies

Liaise with and provide student information for:

- Secondary Support
- School therapists
- Youth Service
- School Nurse
- Social Services
- Police
- Charities
- Appropriate Provision providers
- Attend regular meetings to provide the best support for students.

To liaise with parents

- To deal with those issues that are manageable and to pass on to the appropriate member of staff any matters of significance.
- Maintain a good relationship with parents.

Provide support for students

- Assist the Assistant Principal and Inclusion Lead practitioner in effectively implementing the Inclusion and AP programmes for students.
- Implement the school's policy regarding the emergency withdrawal of students from a classroom.
- Telephone parents to advise them of any issues or concerns.
- Follow up incidents of behaviour, including taking witness statements and talking to students.



- Collate work for students in inclusion or absence on long term sick.
- Co-ordinate mentoring, counselling, and additional support for students.
- Develop mentoring relationships with students identified as requiring additional support.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices, and procedures.
 - Drive the minibus to support the PE Team and other areas of the school, as required

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.



- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification: Inclusion Support Assistant	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background including GCSE or equivalent in English and Maths.	✓		A
2	Evidence of continuing personal and professional development.	✓		A
Experience		Essential	Desirable	Assessment
3	Previous experience of working with young people in an advisory capacity.	✓		A/I
4	Experience of working within the educational system.		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	Working knowledge of a range of software packages.	✓		A/I
6	Knowledge of the concept of confidentiality	✓		I





7	Awareness of child protection issues.	✓		I
Skills and abilities		Essential	Desirable	Assessment
8	High level of personal organisation skills.	✓		I
9	Able to deal with challenging situations in a calm and professional manner.	✓		I
10	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
11	High personal standards in terms of attendance, punctuality and organising workload.	✓		!
12	Willingness to undergo further training and development.	✓		I
13	Positive and enthusiastic approach towards work.	✓		I
14	Ability to act on own initiative.	✓		I
15	Professional approach when dealing with all issues and staff.	✓		I
16	Ability to work as part of a team effectively.	✓		I
Child Protection		Essential	Desirable	Assessment
17	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
18	Flexibility of working hours	✓		A/I



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