

Headteacher: Mr M. Harrison BSc (Hons) PGCE
Sefton Road, Pendlebury, Manchester, M27 6JU
Tel : 0161 794 6215
NOR 762 11 – 16 years

Social Inclusion Assistant - Grade G point 18 – 25
(£14,450 - £17,698 p.a.) Term-time only contract + 4 training
days, 32 hours per week. Permanent Post.

This is an exciting opportunity to work in a school environment. The postholder will assist the Social Inclusion Manager in the running of the schools Retreat facility ensuring that students continue to access the curriculum whilst taking responsibility for the consequences of their behaviour choices, an opportunity to make a difference to young people's lives. The post would suit those with prior experience of working with young people. Equally the position would be ideal to gain further experience of working in a school environment, perhaps before committing to a teacher training course.

The successful candidate will possess well developed communication skills and excellent literacy and numeracy skills. A commitment to continuous improvement. Enthusiasm, adaptability and resilience. A positive outlook and a willingness to be involved in school life.

In return we offer:

- A friendly, supportive and inclusive ethos
- Students who are enthusiastic to learn
- Good facilities (recent redevelopment of the building a total £3.3 million spent)
- An excellent team of support staff
- Opportunities for professional development
- The opportunity to develop a successful career

Co-op Academy Swinton is popular and one of the most improved schools in the country. We are part of the Co-op Academies Trust. Inspected under the new Ofsted inspection framework, we are delighted to have achieved a good judgement in every category and an overall judgement of good in November 2015. We are well on the way to becoming the outstanding school that our community deserves. After recently joining the Trust we continue our drive for excellence, in everything we do, to better our students' life chances.

Application forms are available from our academy website:

<https://swinton.coopacademies.co.uk/vacancies/>

Please return via email to Mrs Carol Robinson at Co-op Academy Swinton:
crobinson1@swinton.coop

Co-op Academy Swinton is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment is subject to a satisfactory enhanced DBS check.

Closing date: **Monday 8th October 2018**

Interview date: **To be arranged**

Job description

POST TITLE: Social Inclusion Assistant

Responsible to: Social Inclusion Manager

Salary Scale: Grade G (point 18-25)

Responsible for: Students

Main purpose: To assist the Social Inclusion Manager in the running of the schools Retreat facility ensuring that pupils continue to access the curriculum whilst taking responsibility for the consequences of their behaviour choices.



Contract: Permanent

Hours of duty: 32 hours per week Term-time contract + 4 INSET days
Unpaid lunch break of 35 mins each day during the school lunch-time.
Monday 8:30am – 4:30pm Tuesday 8:30am – 3:15pm Wednesday
8:30am – 3:15pm Thursday 8:30am – 3:15pm Friday 8:30am –
3:10pm

Main Duties and Responsibilities/Accountabilities

To facilitate a controlled, purposeful and supportive learning environment, where pupils can complete personalised curriculum work whilst in our Retreat room.

To support pupils to ensure that they are able to complete their work.

To be calm and diffuse any difficult situations involving pupils.

To ensure that pupils have appropriate work to complete as directed by the Social Inclusion Manager.

To ensure that all pupils adhere to the rules of the Retreat room.

To maintain the physical environment of the room, ensuring that it is kept fully equipped with learning resources for pupils use.

To support and monitor Retreat pupils in mainstream education.

Promote positive behaviour.

Provide pastoral support such as taking an active role during form time or covering registration as required.

To feedback to key staff in school on a regular basis regarding all aspects of our Retreat provision.

Liaise with the learning support team regarding support for students with SEN.

Mentor the learning of students, where appropriate.

Encourage the development of good social relationships.

Provide in class support as required and as directed.

Provide cover for teachers as required and as directed.

General

Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students

Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communicate with other staff to support achievement and progress of students.

Set a good example to students and other staff in their presentation and personal conduct.

Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others

Carry out duties with full regard to Cooperative Academies' policies and procedures.

Be aware of and support difference and ensure equal opportunities for all.

To safeguard and promote the welfare of all students

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.