



The Collegiate Trust  
Exceptional Education for All

INCLUSION ROOM COORDINATOR

## Information for Applicants

|                     |  |
|---------------------|--|
| <b>Academy</b>      | Woodcote High School   |
| <b>Required</b>     | As soon as possible  |
| <b>Salary</b>       | TCT Scale S13- S15 £23,489 - £23,703<br>Pro-rata £19,965 - £20,147 per annum, 36 hours per week<br><br>Term Time only (38 weeks) |
| <b>Closing Date</b> | 9am, Friday 29 <sup>th</sup> September 2023  |
| <b>Interviews</b>   | To be advised  |





## The Collegiate Trust

Exceptional Education for All

### Our Partnership of Schools

The Collegiate Trust exists to improve education in Croydon, Crawley and the surrounding areas. Our schools choose to work together because of their shared values, an alignment in their approaches to delivering an exceptional education and a common culture of ambition that is focussed on PEOPLE and LEARNING. Collaboration within our forward-thinking family of schools is key to our success.

#### Our Vision

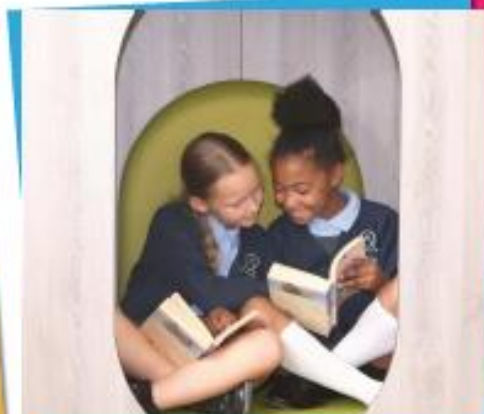
Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments. Such an exceptional education has three features:

- A **rigorous academic education** which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of **creative and cultural learning experiences** which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of **personal qualities and skills** through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings



#### Schools in The Collegiate Trust...

- are happy places to work, learn and grow
- value **Partnership**, promote **Progress** and focus on the **Preparation** of young people for the future
- maintain a strong individual identity within our family of schools
- work collaboratively to improve the quality of education and the learning experiences that we provide
- drive forward standards and improve outcomes under a well-supported Principal and a strong Local Governing Body
- achieve value-for-money on highly cost-effective services delivered through the Trust
- deliver our mission of **Collaboration to Deliver Exceptional Education**
- achieve our vision of **Exceptional Education For All**



# Welcome



Dear Applicant

Thank you for your interest in the post of *Inclusion Room Coordinator*. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team.

Woodcote High School is a fantastic place to work and learn. We have recently joined The Collegiate Trust whose vision of an exceptional education for all accurately describes the ambitions we hold for our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. We are determined to provide the very best learning environment and learning experiences for our students, as it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. We are very proud of what we do and we are looking forward to collaborating with others in our new family of schools to accelerate our improvement and achieve even more in the future.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the school may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you would like to visit the school or have an informal discussion about the post prior to application, please contact my PA, Lynda Allen, either by email [lallen@woodcotehigh.org.uk](mailto:lallen@woodcotehigh.org.uk) or telephone 020 8668 6464. She will be pleased to make an appointment for you to speak with me or visit Woodcote High School if you are able to.

Thank you again for your interest and I wish you the best of luck for your next steps.

Yours sincerely

A handwritten signature in black ink that reads "KWoodcock". The signature is written in a cursive style and is underlined.

Kirstie Woodcock  
Principal

## Our Approach

Woodcote High School is on an exciting journey, one that is going to allow us to build on our strong academic success. We have high aspirations for all our students in our care, both pastorally and academically. We are committed to ensuring that every child who joins us will have every opportunity to reach their full potential and leave us well equipped for integration into society as well rounded citizens who will be able to make a contribution to the wider community.

Woodcote is very much the school of choice for students in our local community and our academic track record of success over the years gives confidence to all our stakeholders.

*You can find out more information about us at the following websites:*

[www.woodcotehigh.org.uk](http://www.woodcotehigh.org.uk)

[www.tct-academies.org](http://www.tct-academies.org)

## Our Values

We want to ensure that our students live by our ASPIRE values of high Ambition, Self-reliance, Perseverance, Inquisitiveness, Respect and Enthusiasm for life. We have developed our curriculum to be not only academically rigorous, but to foster a culture of success in our students.

At Woodcote High School, our purpose is excellence. We will be robust in the delivery of lessons ensuring that we enthuse a thirst for knowledge and develop confident, critical thinkers who embrace challenge. In creating an exceptional learning environment, we will meet the needs of all our students, supporting them in their journey to reach their full potential.

By delivering quality first teaching, our students will be independent, lifelong learners who are ambitious, self-reliant, persevering, resilient and reflective. We will encourage our students to be inquisitive; develop enquiring minds that will increase their enthusiasm and provide academic enrichment. We will develop students with a strength of character that will shape well rounded respectful global citizens equipped to make a positive contribution to society.

In partnership with all stakeholders, our aim is to provide our students with a world-class education.

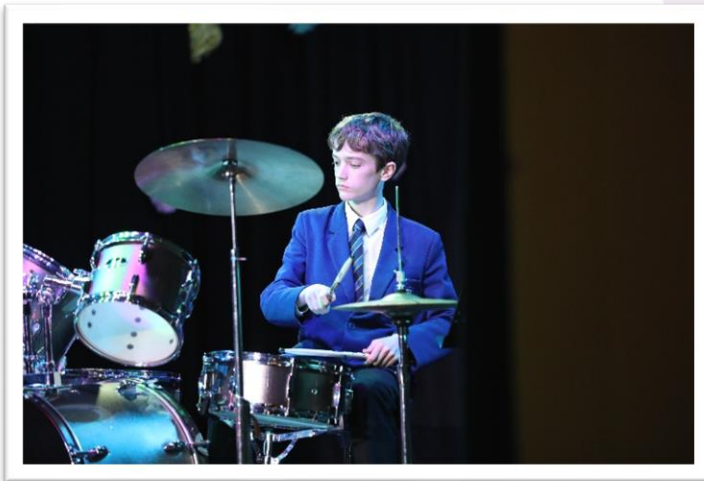
## Our Students

At Woodcote High School we feel that students who are happy perform at their best. We provide a positive learning environment, where all students work with confidence and motivation to reach their full potential. We feel that students gain enormously from feeling that their work is valued and that extra effort on their part deserves both praise and reward.

Our Praise and Reward scheme is linked to academic achievement by going above and beyond in, for example, progress, participation, an excellent piece of coursework/homework, test result or consistent effort over time. The Headteacher holds reward breakfasts once a term to celebrate students' success.

Students enjoy their parents being informed of good work and staff regularly send out positive praise postcards so that parents/carers are immediately aware of good work or behaviour.

Year group praise and reward systems are in place; these feed into celebration assemblies and prize draws.



At the end of each term, our whole school end of term assembly concentrates on praise and reward and students receive certificates, prizes, and trophies for their achievement.

Woodcote High School is also part of the Jack Petchey Foundation Achievement Awards Scheme - a recognition and reward initiative which enables us to celebrate the achievements of our students as well as receive additional funding. In the summer term we hold a Praise and Awards' Evening where we present certificates for achievement in all aspects of school life. Parents are invited to attend and watch their child receive these awards. A separate Sports Awards' Evening is held annually to reward the considerable sporting achievements within school.

## Our Trust

The Collegiate Trust works in the Crawley and Croydon areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

There are currently eight schools in our family:

| <b>Name</b>  | <b>Range</b> | <b>Size</b> | <b>Principal</b>                                       | <b>OFSTED</b> |
|--|--------------|-------------|--|---------------|
| <b>Riddlesdown Collegiate</b><br>(founding school) | 11-18        | 2065        | Mrs Katie Turner<br>(until 31.8.2023)                  | Outstanding   |
| <b>Gossops Green Primary</b><br>(1.11.2016)        | 4-11         | 594         | Mrs Sarah Dunne  | Good          |
| <b>Waterfield Primary</b><br>(1.3.2018)            | 3-11         | 390         | Mr James Purveur                                       | Good          |
| <b>The Quest Academy</b><br>(1.6.2018)             | 11-18        | 970         | Mr Andrew Crofts<br>Mr Thomas Beecham (Head of School) | Good          |
| <b>Quest Primary School</b><br>(1.9.2018)          | 3-11         | 206         | Mr Andrew Crofts<br>Miss Jo Stawman (Head of School)   | Good          |
| <b>Courtwood Primary</b><br>(1.9.2018)             | 4-11         | 213         | Mrs Natasha Grant                                      | Good          |
| <b>Kenley Primary</b><br>(1.9.2021)                | 4-11         | 196         | Mrs Denise Dixon                                       | Good          |
| <b>Woodcote High School</b><br>(1.4.2023)          | 11-18        | 1273        | Ms Kirstie Woodcock                                    | Good          |

Another secondary school in Crawley is expecting to join us in 2023.

Each school is overseen by a *Local Governing Body*, which operates through the Trust's *Scheme of Delegation*. Governance is supported by the Governance Manager. The Chairs of the LGBs meet termly with the Chair of the Trust in a Chairs' Forum; safeguarding leads on each LGB also meet in our *Safeguarding Network*.

The Principals are supported by the central executive team in planning and implementing all aspects of work.

# Job Description – Inclusion Room Coordinator

**Purpose of the Post:** To support individual students with behaviour support, organising and supervising work

Woodcote High School's intent is to support learning and personal development for disengaged students. It focusses on providing a core subject curriculum (English, Maths and Science) as well as strategies aimed at modifying/improving their behaviour and identifying/addressing any SEN needs, so that re-integration into mainstream curriculum lessons can be successfully achieved, as soon as possible.

The Inclusion Room Manager will be responsible for the organisation of behaviour support, managing the students attending, organising and supervising work, providing discreet intervention programmes, supporting students pastorally and liaising with school staff, other agencies, parents and administration.

**Accountable to:** Assistant Principal

## PRINCIPAL ACCOUNTABILITIES

- To maintain a positive and well-managed learning environment in the Inclusion Room
- Have an understanding of student behaviour and a variety of behavioural management strategies
- Ensure students show high standards of behaviour and focus while in the Inclusion room
- Develop and manage, alternative curriculum and behaviour support packages for students and ensure the quality of the provision
- Prepare, co-ordinate and deliver curriculum work; ensuring it is completed
- Develop processes and procedures to enhance the delivery of the provision
- Continuously promote and facilitate independent learning
- Ensure intervention work is undertaken to improve student attitudes and behaviour to learning
- Support students pastorally and liaise with Learning Mentors, Heads of Year, school staff, other agencies and parents
- Design reintegration plans, to successfully support students back into lessons
- Establish and maintain effective working relationships with teachers and other staff within the school
- Facilitate achieving school objectives and improvement initiatives related to student behaviour and attendance
- Undertake training, attend INSET days and carry out relevant CPD to further develop understanding of students' social, mental and emotional health (SMEH) needs and resulting behavioural difficulties.
- Identify and report safeguarding and child protection concerns following the procedure outlined in school's Safeguarding Policy
- Set high expectations which inspire, motivate and challenge students
- Encourage, raise self- esteem and promote confidence within the students with whom they work
- Support staff with understanding effective behaviour strategies, to support students in school
- To support the Woodcote High School's policies in terms of behaviour, teaching, learning, assessment, homework and behaviour
- To model the highest professional standards of courtesy, respect, humility, integrity and self-discipline
- Undertake behaviour analysis in order to set learner plan/pastoral support plan

- Ensure accurate recording of behavioural events, both positive and negative, on the school's management information system (SIMS)
- Provide analysis of key data for Woodcote High School's Leadership Team relating to the Inclusion Room and its effectiveness

### **Liaison with Parents/Carers**

- Receive telephone calls from parents/carers and deal with these promptly and professionally; either deal with the enquiry or pass the message on as appropriate
- Undertake parental contact under the direction of the Head of Year
- Engage with the students to secure positive family support and involvement in the mentoring relationship
- Supervise detentions as required

### **Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or concerns using CPOMs
- Remain vigilant to ensure all students are protected from potential harm

### **General**

- The post-holder will be expected to undertake any appropriate training provided by Woodcote High School to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace.  
To include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

*This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.*



## Person Specification

| Person Specification - Inclusion Room Manager   | Essential (E) or Desirable (D) |
|---|--------------------------------|
| <b>Education</b>  |                                |
| Good standard of education (3 x GCSE's – English C or above)                              | E                              |
| Education to A Level standard or equivalent   | E                              |
| Degree level qualification  | D                              |
| Other relevant qualifications: undertaken behaviour management and safeguarding training  | D                              |
| <b>Experience</b>   |                                |
| Working in a front line service e.g. education, social care, police, health,              | E                              |
| Working with challenging or vulnerable young people                                       | D                              |
| Experience of working with young people   | D                              |
| Experience of creating individual learning plans for students                             | D                              |
| Working collaboratively as part of a team   | E                              |
| <b>Behaviours</b>   |                                |
| Natural communicator  | E                              |
| Professional and approachable; works well under pressure                                  | E                              |
| Calm, authoritative manner  | E                              |
| Pragmatic approach to problem solving   | E                              |
| Positive attitude to change   | E                              |
| Adaptable and flexible - willingness to go 'the extra mile'                               | E                              |
| <b>Skills</b>   |                                |
| Excellent interpersonal skills  | E                              |
| Highly effective communication skills, ability to communicate with a wide range of people | E                              |
| Excellent organisational skills   | E                              |
| Ability to empathise with children and young people                                       | E                              |
| Excellent IT skills   | E                              |
| Ability to prioritise and multi-task  | E                              |
| Experience of using school IT systems e.g. SIMS   | D                              |
| Ability to identify triggers of poor behaviour and barriers to learning                   | D                              |
| Well-developed behavioural management skills  | D                              |

***The Collegiate Trust* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the Disclosure and Barring Service.**

**Appointment will be dependent upon further health, medical and attendance checks.**

## Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all – staff and students alike. We are a dynamic and expanding trust of eight schools (three secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression. We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include<sup>1</sup>:-

- ✓ Performance rewards
- ✓ Two-Week October Half Term (instead of 5 INSET days)
- ✓ Well-equipped Staff Room and Work Room
- ✓ Good learning resources in classrooms
- ✓ Free use of Fitness Suite
- ✓ Encouraged participation in NPQ programme through various provisions

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

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<sup>1</sup> At the time of publication, not all benefits available at every TCT school.

## How To Find Us

### By Car

Please see the map.  
M25 J6 or J7.

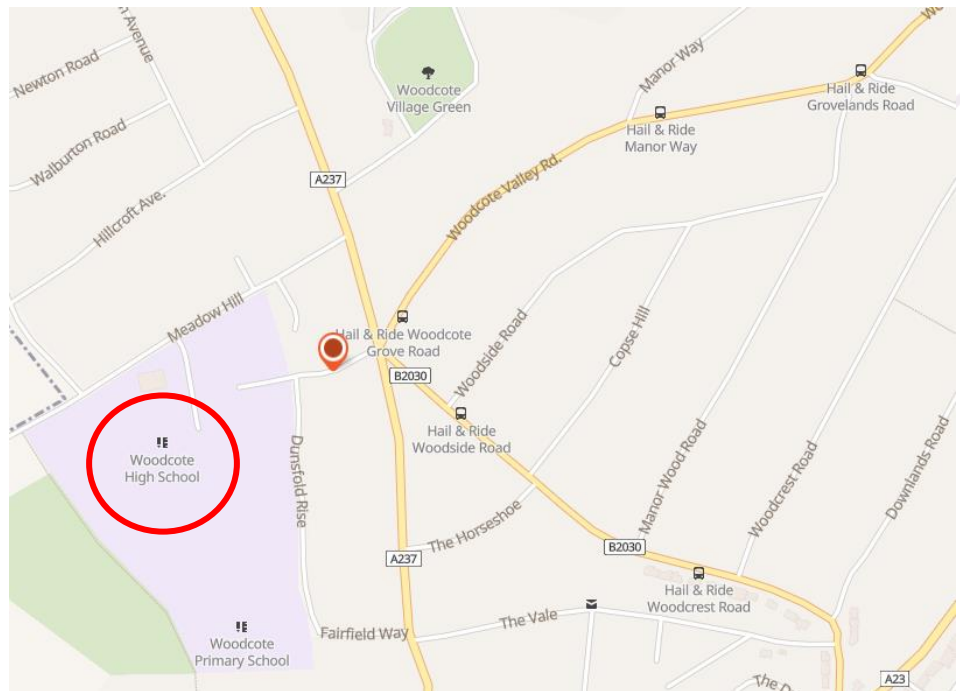
Parking is available on and off site.

### By Train

Into Coulsdon South,  
Coulsdon Town, Reedham or  
Purley stations.

### By Bus

On routes 434 and 463.



## Woodcote High School

Meadow Rise, Coulsdon, CR5 2EH

☎ 020 8668 6464

✉ [enquiries@woodcotehigh.com](mailto:enquiries@woodcotehigh.com)

💻 [www.woodcotehigh.org.uk](http://www.woodcotehigh.org.uk)