



Alsager School

Inclusion Officer

Required for September 2025

Hours: 37 hours; term-time (39 weeks term-time plus 5 days)

8:00 am – 4 pm including a half hour lunch break

Grade 6: SCP 12-17 £23,909 - £26,523p.a. (actual salary)

[FTE Whole year £27,711 - £30,060]

Responsible to: Assistant Head

Thank you for your enquiry about the above post, working during term-time and for up to 5 days/evenings, for staff training. The post is based in our Inclusion unit, working in partnership with the Assistant Head, who is the Lead for Behaviour and to coordinate Behaviour mentoring across the school.

About The Cornovii Trust, Alsager school:

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust (The Cornovii Trust, TCT). We are a local trust providing support for local schools, children, and families. Alsager School is a large 11-18 mixed, with 1515 pupils on roll, including approximately 216 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

TCT currently comprises of 7 schools; Alsager School, Alsager Highfield Primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School, Pear Tree Primary School, Nantwich and from 1st January 2025, Stapeley Broad Lane CE Primary has joined our Trust.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org We hope this information will encourage you to apply.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



Alsager School

Overall purpose of the job:

To support the school's inclusive ethos by helping to ensure that all students have full access to the curriculum and are actively engaged with school life. Provide a complementary service to school staff which addresses the needs of individual and targeted groups of pupils in order to help improve self-esteem and raise standards of achievement. Consult and liaise with the whole school community and a wide range of multi agencies to meet the needs of vulnerable students and their families.

Principal Responsibilities:

1.	To work in partnership with the Assistant Head, who is the Lead for Behaviour, including daily direct contact with students, parents and all other stakeholders.
2.	To offer support and guidance to individuals and small groups of students with social and/or behavioural difficulties following referrals from the Heads of College.
3.	To support students who have been excluded or who are making poor choices by providing study support packages, monitoring progress and assisting with reintegration or exam entry.
4.	To be an active member of the Pastoral team and act as keyworker to identified students.
5.	To work closely with SWR and TLC to provide and deliver support packages to individuals or small groups in order to promote their academic progress and wellbeing.
6.	To support the development of lunchtime activities and clubs aimed specifically at groups of students with social, behavioural or learning difficulties.
7.	To contribute to the development of the alternative provision.
8.	To keep an up-to-date set of records and monitor and report on progress and impact. To liaise with subject teachers to ensure academic progress.
9.	To ensure that professional development includes the attendance at appropriate Safeguarding training.
10.	Work alongside Headteachers and school staff to identify pupils who may be at risk of failure.

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11.	Work directly with pupils and their families to develop positive relationships between home and school and to identify barriers to learning and establish a personal action plan and a pastoral support place as appropriate.
12.	Establish and maintain supportive relationships with pupils with the clear aim of developing strategies which re-engage them within education in the wider sense.
13.	Work with colleagues to monitor and review the needs of identified pupils.
14.	Lead the Reflection room to establish a calm learning environment.
15.	To keep accurate registers.

Notwithstanding the detail in this outline, in accordance with the Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire [Diversity].

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

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The closing date is **noon on Monday 14th July 2025**. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen
H.R. Manager
Alsager school
Alsager ST7 2HR

Your completed application should be received in school no later than **12 noon on Monday 14th July 2025**. ideally via email to Mrs Owen at jobs@thecornoviiitrust.org.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of a friend.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

bpi/ Inclusion Officer/ 2025

Further details about the School are available from our website: www.alsagerschool.org

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PERSON SPECIFICATION

Job Title: Inclusion Officer

Grade: 6; scp 12-17

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<p>Enjoy working with children. An understanding of the social and educational issues that impact on child development.</p> <p>Working with young people with learning and/or emotional and behavioural difficulties.</p>	<p>Previous experience in the education field and/or Learning Support.</p> <p>Previous experience of training others.</p> <p>Supervisory experience.</p> <p>An understanding of school practices and procedures which impact on children.</p>
Qualifications /Technical Skills	<p>Good standard of education including GCSE Maths & English. Articulate and attentive to detail/accuracy. Strong planning and organizational skills. Excellent IT skills Willingness to undertake appropriate training.</p>	<p>NVQ level 3 or equivalent related experience supported by the certificate in Learning Mentoring.</p> <p>ECDL</p>
Personal Attributes	<p>Evident personal authority – ability to command respect from students. Self motivated with a positive outlook. Energetic and adaptable. Reliable. Able to show sensitivity and maintain a sense of proportion, perspective and good humour. Commitment to safeguard & promote the welfare of children.</p>	<p>Self-confidence.</p>
Physical attributes	<p>Pleasant manner.</p>	

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