



# Application Pack

## Inclusion Support Assistant

An extraordinary education for every pupil



**The Rivers**  
C.of E. Academy Trust

# Welcome

## Welcome from the Headteacher

Thank you for your interest in joining Unity Academy, Kidderminster. We are a vibrant and inclusive school committed to nurturing the potential of every child and fostering a culture of excellence, respect, and ambition.

At Unity Academy, our staff are at the heart of everything we do. We believe in creating a supportive and collaborative working environment where every team member feels valued and empowered to grow professionally. Whether you're early in your career or bring a wealth of experience, we welcome your passion, creativity, and commitment to making a real difference in the lives of our pupils.

Warm regards,

**Mrs Gemma Willetts**

Headteacher, Unity Academy

# Overview

## Unity Academy

Unity Academy is a primary alternative provision located in Kidderminster.

It has 40 pupils from age 5 – 11 years and 26 staff members.

Established in 2023 the school is part of The Rivers CofE Academy Trust.

## Ethos

At Unity Academy, Kidderminster, our ethos is shaped by the STARS values of The Rivers CofE Academy Trust: *Sharing, Trust, Achievement, Respect and Safety*. These guiding principles underpin every aspect of school life and help us to cultivate a nurturing and high-achieving environment where every pupil can flourish.

We are committed to providing an education that develops the whole child—academically, socially, morally, and spiritually. Through high-quality teaching, a broad and balanced curriculum, and strong pastoral care, we aim to inspire a lifelong love of learning and a strong sense of personal responsibility.

By living out our STARS values, we create a culture of kindness, excellence, and aspiration. Pupils are encouraged to serve others, show gratitude, strive for their best, and treat everyone with dignity. This ethos empowers our children to grow into thoughtful, resilient individuals who are well prepared for the challenges and opportunities ahead.

# About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

## Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

## Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



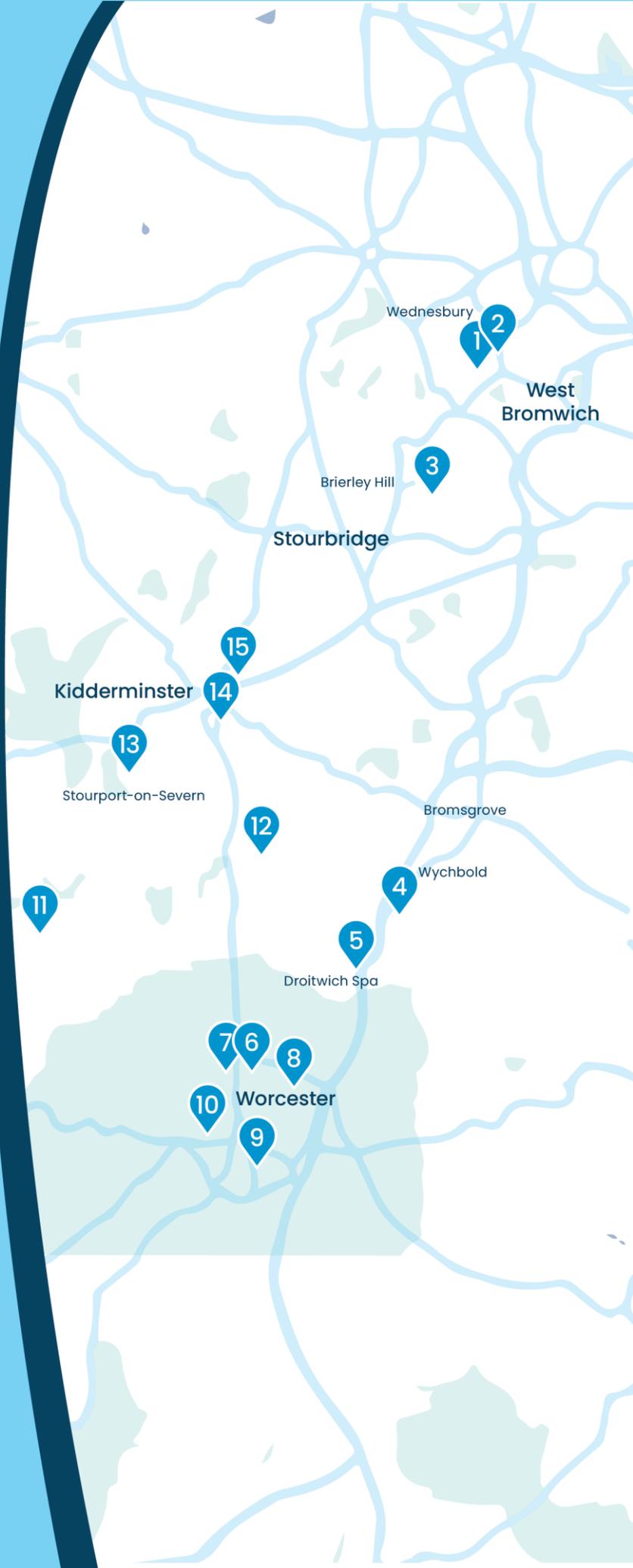
**Respect**



**Safety**

# Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



# Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

## Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

[www.educationmutual.co.uk/service/healthcare-and-wellbeing/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

[www.lgpsmember.org/](http://www.lgpsmember.org/)

## Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk

# Job Description

**Job Title:** Inclusion Support Assistant

**Salary:** TA3 £18,761.10 - £21,895.06 plus SEN allowance £1,247.88

**Contract Type:** Term time only plus TED's

**Reporting to:** Inclusion Support Team Leader/Headteacher

**Location:** Unity Academy Hurcott Road, Kidderminster, DY10 2QJ

## Key Purpose:

The Inclusion Support Assistant will work as part of the Inclusion Support Team to provide responsive, high-quality support for pupils with social, emotional and mental health (SEMH) needs. The post holder will assist in managing behaviour positively across the school, support children during times of dysregulation, and work alongside class teams to help pupils re-engage in learning. They will implement individualised behaviour strategies, promote emotional regulation, and contribute to creating a safe, nurturing, and inclusive environment in line with therapeutic and trauma-informed practices.

## Key responsibilities and activities:

### Behaviour Support & Child Regulation

Provide immediate support to pupils who become dysregulated, using safe, calm and therapeutic approaches.

Assist in the implementation of individual positive behaviour plans, safety plans and SEMH support strategies.

Use de-escalation and co-regulation skills to help children return to a regulated and ready-to-learn state.

Support restorative conversations following incidents and help children to reflect and repair relationships.

Maintain a consistent, nurturing presence to help pupils develop emotional literacy and resilience.

# Job Description cont'd

## **Classroom & Learning Support**

Work closely with class teachers and support staff to promote inclusion and engagement in learning.

Support pupils within the classroom, nurture spaces, and across the school site, depending on need.

Implement targeted interventions to develop self-regulation, problem-solving and social interaction skills.

Assist with behaviour courses, transitions, unstructured times (e.g., playtimes, lunchtimes) and routines to ensure pupils feel safe and supported.

Model positive behaviour, calm communication, and respectful interactions at all times.

## **Team Collaboration**

Work under the direction of the Inclusion Support Team Leader to support daily deployment and behaviour response.

Communicate effectively with the team to ensure prompt and coordinated support for pupils.

Participate in reflective debriefs, coaching sessions and professional learning opportunities.

Contribute to consistent whole-school approaches to behaviour, SEMH support, and trauma-informed practice.

## **Recording, Monitoring & Safeguarding**

Accurately record incidents, interventions and key observations using school systems.

Monitor patterns of behaviour and share insights that may inform individual support plans.

Uphold safeguarding procedures at all times and report concerns promptly in line with policy.

Maintain confidentiality and demonstrate professional conduct in all interactions

# Person Specification

## Essential Criteria

### Qualifications & Training

Teaching Assistant Level 2/3 qualification (or equivalent experience).

Training or CPD in SEND, behaviour support, or SEMH (or willingness to undertake).

Understanding of safeguarding and child protection responsibilities.

### Experience

Experience working with children with SEMH needs or challenging behaviour.

Experience supporting pupils during dysregulation and implementing de-escalation strategies.

Experience working in a primary or specialist setting.

### Knowledge & Skills

Understanding of SEMH needs, trauma-informed practice, and their impact on behaviour and learning.

Ability to remain calm, patient and regulated when supporting children in crisis.

Strong communication skills with pupils, staff and external agencies.

Ability to follow behaviour plans consistently and adapt to meet individual needs.

Knowledge and understanding of restorative and relational practice.

### Personal Qualities

Emotionally resilient and reflective with a child-centred approach.

Compassionate, patient and committed to helping pupils succeed.

Positive, proactive and solution-focused.

Able to build trusting, respectful relationships with children and adults.

Flexible and adaptable within a fast-paced SEMH environment.

### Desirable Criteria

Training in Team Teach or another accredited positive handling approach.

Knowledge of therapeutic models such as PACE, Zones of Regulation, Trauma-Informed Practice or Thrive.

Experience working in a specialist or alternative provision setting.



## **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment.

To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions.

Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetables teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day.

Any other duties as directed by the headteacher.

## **Principal Contacts**

Pupils, parents, visitors, teachers, other school support staff.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

## **Supporting the school**

- Attend training when appropriate and after consultation with your Line Manager.
- Be aware of and support all the schools policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
- After negotiation with the line manager, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
- Perform any reasonable duties as requested by the senior leadership

# How to Apply

Application forms are available to download here: [Unity Academy - Vacancies](#)

Please email completed application forms to Sarah-Jane Green at **office-uny@riverscofe.co.uk** by Friday 13<sup>th</sup> March 2026. Please contact the school office on 01562 215194 if you would like to come and have a look around the school prior to applying.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

The Rivers C of E Academy Trust reserves the right to withdraw the vacancy should a suitable candidate be found time during the recruitment process



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

## **Unity Academy**

Hurcott Road, Kidderminster, Worcestershire, DY10 2QJ

**T:** 01562 215194

**E:** [office-uny@riverscofe.co.uk](mailto:office-uny@riverscofe.co.uk)

**W:** [www.unityacademyap.co.uk](http://www.unityacademyap.co.uk)

## **The Rivers C of E Academy Trust**

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