



# Education and Skills Division Recruitment Pack



## Inclusion Support Worker

***We are Proud, Fair and  
Ambitious***

***We are Newcastle!***

# Contents

Page 5      Welcome

Page 6      About us

Page 7      Our Priorities

Page 8      Our Schools

Page 9      Who are we looking for?

Page 10      Job Description

Page 12      Person Specification

Page 13      Working for us

Page 15      Recruitment Process & Next Steps





# Welcome



As the new Director of Children, Education and Skills I am delighted that you have shown an interest in applying to work in our great city. I am very proud of the services that we provide and the commitment that our staff have for making a difference to the children, young people and their families within the local authority area.

Following the launch of Evry, earlier this year we have made a strong commitment to all of our babies, children and young people ensuring that we provide opportunities for education, employment and of course accessible activities and things to do across all areas of the city.

Newcastle is a fantastic city to live in and a fabulous place to work no matter what role you choose to play.

**Cath McEvoy-Carr, Director of Children, Education & Skills**



Welcome to Newcastle! You will read lots of facts and figures about the schools and education system in the city elsewhere, so I won't bore you with repetition. What do you really want to know? Well, I hope it's something like: what's it really like to work for the Council and particularly in the education and skills team? You would be joining a Directorate and team that really tries, every single day in every single way, to put children and young people first. At the same time, we look after and care for and about our staff.

The Council has great employment terms and conditions, including a favourable annual leave allowance and a flexi system (new to me when I came to Newcastle – and now I love it and use it). There are lots of opportunities to develop personally and professionally, and you'll be based in the centre of one of the best cities in the country with a great transport infrastructure to get you into work and back home again, but also out and about in the region. We do expect you to work hard, but the rewards are fantastic.

If you decide to apply for a role within the education and skills team, I wish you luck and I look forward to meeting with you should you be successful.

**Mark Patton, Assistant Director: Education & Skills**

# About us

The Education and Skills Division is a vibrant team of over 200 staff supporting the children and young people of Newcastle from 0—25 years.

## Our Senior Team



## School Effectiveness SEMH Team



# Our Priorities 2022 - 2024

## ❖ Celebrate and build upon what we do well

- publicise the great work that happens within our schools and services more often and more widely in the city and beyond
- all schools in Newcastle to be rated at least '**good**' by Ofsted

## ❖ Mainstream and specialist inclusion

- create sufficient good quality places to educate children and young people near to their families, friends and communities
- identify and create diverse curriculum opportunities to support schools to help pupils to remain engaged in school and in their education
- flexibly adapt the resource available to support all types of education providers in the city to meet the needs of children and young people, this includes flexibly planning for and deploying the various funding streams that are available

## ❖ Absence, suspension, and exclusion rates, especially for those pupils with SEND and those who are disadvantaged

- reduce these steadily to at least core city, regional and then national benchmarks

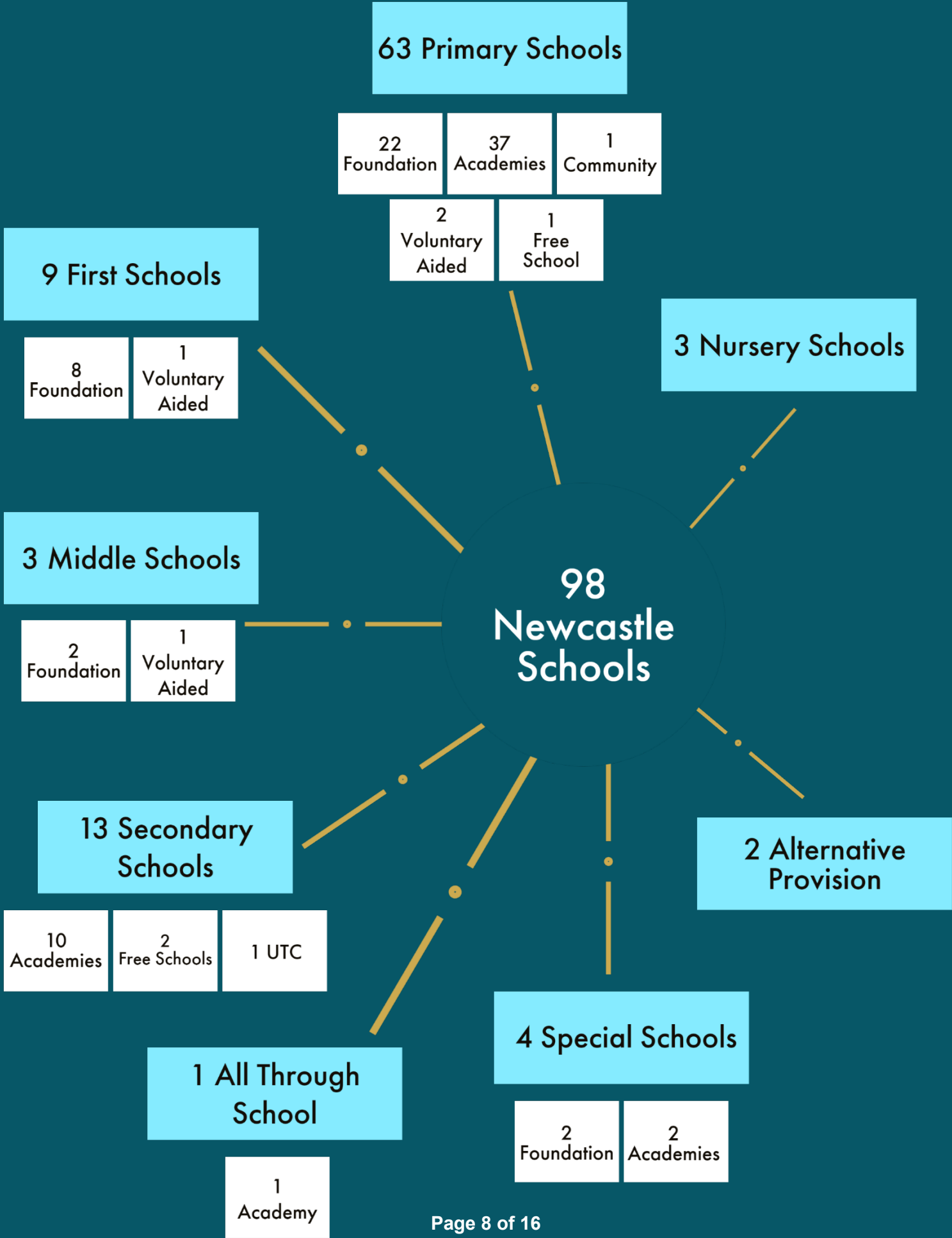
## ❖ Multi-agency and external partner support and resource

- improve the visibility of education and ensure that the voice of education is heard in policy-making forums in the city and the sub-region, particularly key partners in health, the Combined Authority and the VCS sector
- improve the collective understanding of the priorities and work of strategic partners by sharing relevant information across the education sector

## ❖ Employability

- drive further improvements in the range and regularity of independent careers information, advice and guidance for all school-aged pupils in Newcastle
- working with council services and external partners, contribute effectively to the agile offer for school leavers and adults most at risk of not being able to engage with work-based training or employment

# Our Schools





# Who are we looking for?

## What do we want?

We are looking for people who:

- are qualified, experienced support assistants with successful experience in supporting pupils with SEMH difficulties across the primary sector
- have the experience and the credibility to work effectively with colleagues within the Council, with primary school staff and with a range of external organisations
- are passionate about achieving the best outcomes for children
- can provide high quality support for pupils experiencing SEMH difficulties
- are confident communicators, able to discuss provision with school staff

## Why work for Newcastle City Council?

Newcastle City Council offers you a great opportunity to work in a vibrant city with proactive and committed people who have a genuine desire and motivation to support positive outcomes for the residents of Newcastle, striving to achieve the values of being Proud, Fair and Ambitious.

## What do we offer?

As an employee of Newcastle City Council, you will have access to:

- high quality training to develop your expertise
- a competitive salary
- access to the Local Government Pension Scheme
- various flexible working options
- agile working, enabling both home and office-based working
- a generous flexi scheme
- access to Occupational Health, mindfulness sessions and other wellbeing initiatives
- access to various salary sacrifice schemes, for example bike to work, car parking, home electronics, tax efficient saving contributions towards your pension
- discounted travel passes
- access to union membership

If you require further information that is not included in this pack, please contact Ian Dawson

- Email [ian.dawson@newcastle.gov.uk](mailto:ian.dawson@newcastle.gov.uk)
- Mobile 07833 371273

# Job Description

**Post Title:** Inclusion Support Worker

**Division:** Education & Skills

**Grade:** N05

**Responsible to:** Senior Adviser (SEMH)

**Responsible for:** N/A

**Job Purpose:** Under the direction of the Senior Adviser (SEMH) or designated teacher, provide advice, support and intervention work for specified children, particularly children displaying social, emotional and mental health difficulties. This will take place in schools and in a central hub and will require travel between sites across Newcastle.

**Main Duties:** The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Participating in the curriculum planning process and providing detailed assessment where appropriate, within the guidelines established by the teacher. This might include assisting in the setting of individual aims and targets for children based upon the observations and assessments carried out.
2. Supporting individuals or small groups of children and participating in the general activities of the children within the classroom.
3. Making contact with parents including informal daily contact, meetings concerning the education and welfare of children, meetings concerning non-educational matters etc.
4. Under the direction of specialist teachers, contributing to the development of children's skills by using a small step approach towards identified targets and modelling evidence-based strategies to upskill school-based staff across Newcastle.
5. Assisting children and young people to develop a positive view of their neurodiversity through an understanding of their strengths and differences.
6. Provide training and guidance to school staff to help them implement effective plans for targeted pupils.
7. Participative involvement as a member of a professional team in assessment of children including providing information to inform review meetings or the statutory assessment process.
8. Active involvement in the provision of an effective learning environment for all children to promote inclusive education.

## Job Description continued

9. Contribute to detailed progress tracking for individual pupils.
10. The provision of general care and welfare responding appropriately to the physical, social, emotional and educational needs of the children, including intimate care.
11. Ensure a safe environment for children both within and outside the classroom and operate within the school's Health and Safety policy.
12. Supporting the specific health needs of targeted children.
13. Promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
14. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the City Council and School's policies and procedures.



# Person Specification

**Post Title:** Specialist Teacher (Inclusion - SEMH)

**Division:** Education & Skills

## **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

### **Essential**

- Experience of working successfully with children and young people experiencing social, emotional and mental health (SEMH) difficulties across the primary age range
- Knowledge of specialist strategies and resources used to support children and young people experiencing SEMH difficulties
- NVQ Level 3 in Supporting Teaching and Learning or equivalent
- GCSE Grade C or equivalent in English and Maths
- Experience of actively listening and responding to children and young people's views
- Ability to communicate effectively with parents / carers
- Thorough knowledge of child development and assessment and tracking methods.
- Ability to write in a clear, practical, and informative way
- Self-reliant, with the ability to take direction and to seek guidance appropriately
- Knowledge and commitment to Safeguarding procedures
- Ability to travel between sites within Newcastle as part of normal working practice

### **Desirable**

- Additional training in SEMH
- Experience of multi-disciplinary work
- Good level of ICT skills
- Experience of successfully supporting colleagues to develop their practice
- Successful experience of supporting children in early years
- A full driving licence and access to a car as this role involves travelling between several schools during the working day

## **Part B**

The following criteria will be further explored at the interview stage:

- Ability to work independently and collaboratively
- Ability to develop good working relationships with children and young people, families and professionals
- A positive attitude to disability issues / equal opportunities
- Openness to different working styles and approaches
- Reliable, self-motivated, organised and resilient

### **Additional Requirements**

Suitability to work with client group

No adverse criminal record, DBS check will be undertaken

# Working for us

Working in the North East of England offers an excellent quality of life. Newcastle City Council is one of the region's largest employers and we offer excellent terms and conditions of employment and a range of benefits to staff.

## **Inclusion Support Worker**

N05 £24,948 - £26,845 pro rata

## **Hours of work**

37 hours per week term time only

## **Location**

Until our in-reach provision is completed, the postholder will have office space in the Civic Centre, NE1 8QH, as well as working remotely at home and in school settings.

Once the in-reach provision is completed this will form the base for the service.





### **Pension Scheme**

Staff are entitled to join the Local Government Pension Scheme. This offers an index linked retirement pension and the possibility of a tax-free lump sum based on the career average earnings, together with ill health, redundancy and death benefits.

### **Health at work**

Health of our staff is important to us. We offer a full occupational health service to employees and also offer a physiotherapy and vision screening service. In addition to this we have an Employee Assistance Programme offering a free 24-hour confidential helpline to all employees and their immediate family.

### **Staff Travel Scheme**

We offer our employees an interest free travel scheme for public transport where the cost of an annual pass for bus, metro or network travel is spread across the year. There are often significant reductions on price too.

### **Learning and Development**

We aim to ensure you have the skills and experience to carry out your duties effectively and make a full contribution to the overall success of the organisation.

### **Helping you go green**

Staff can use pool cars for journeys on Council business. This means they can travel into work by public transport or bicycle and avoids adding mileage to their own vehicles. We also operate a Cycle to work scheme.

### **Leave**

In addition to maternity, adoption and paternity leave, we offer eligible staff maternity support leave, parental leave, and special leave.

### **Flexi**

We offer a generous flexi scheme to support employees with work life balance whilst also helping the Council provide a flexible service.

### **Trade Unions**

We work closely with trade unions and encourage employees to belong to a recognised Trade Union.

### **Relocation Support through our Resettlement Scheme**

For the right candidate we are able to offer relocation support for reimbursement of certain expenses reasonably incurred by new employees who find it necessary to move home solely as a result of obtaining employment with Newcastle City Council.

### **Probationary Period**

All of our posts have a 6 month probationary period.

### **Equality & Diversity**

Newcastle City Council recognises the positive value of diversity, promoting equality and challenging discrimination. We welcome and encourage job applications from people of all backgrounds and aim to be an organisation that reflects our audiences and communities.

We are a Disability Confident Employer and our commitment for LGBT equality and

# Recruitment Process and Next Steps

All applicants must complete and submit an application through [North East Jobs](#).

**Closing Date:** 5 June 2023  
**Shortlisting:** 12 June 2023  
**Interviewing:** week beginning 19 June 2023 (interviews will last no more than 60 minutes)

If you require further information that is not included in this pack, please contact Ian Dawson

- Email [ian.dawson@newcastle.gov.uk](mailto:ian.dawson@newcastle.gov.uk)
- Mobile 07833 371 273

If you require any assistance in completing your application, please contact [jobs@newcastle.gov.uk](mailto:jobs@newcastle.gov.uk)



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