Salterns Academy Trust

Trafalgar School

SENIOR INCLUSION ASSISTANT

Salary: Band 5 - £26,473-£28,239 full time equivalent (£23,571 – £25,143 actual)
Contract: Permanent
Hours: 37 per week / TTO + 1 week
Closing date: 20th September 2026

Do you want a rewarding role supporting and making a difference to our students and support your colleagues to ensure children's learning is at the centre? **Then this is the vacancy for you!**

Every student deserves the tools to thrive in secondary education and as a **Senior Inclusion Assistant**, you won't just support learning, you will break down barriers, champion potential, and shape futures, serving as a vital link that ensures no student is left behind.

This is a great opportunity for someone to gain development and experience as a Senior Inclusion Assistant supporting students in lessons and giving students the opportunity to develop in their learning. You would be working alongside our experienced Heads of Centre, Senior Inclusion Support Assistants, and dedicated team of teachers and support staff.

Key Purpose

- To support the learning and wellbeing of our students through appropriate interventions to empower them to be able to raise their own achievement and academic progress.
- To deliver interventions to identified students on 1:1 basis or in small groups which support progress.
- To support the learning environment of the school by challenging students appropriately, providing mentoring and guidance as required.
- To attend planning or review meetings and contribute to the reports for students receiving interventions, as appropriate.
- To be able to prioritise own work, show initiative and be flexible in working across all areas of intervention.
- To offer specialism in an area of SEND.

To apply
Please go to our website: www.trafalgarschool.org.uk and complete the Application Form and return to hr.trafalgar@salterns.org.

Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

Contact
If you have any questions about the role or would like to arrange a tour, please contact our HR Department on 02392 693521.

Safeguarding
The Salterns Academy Trust and Trafalgar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands, and youth cautions will no longer be automatically disclosed on a DBS certificate.
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.