

## Information about the Inclusion Officer Position

### Who are we?

A five-times outstanding special school whose vision is

**Achievement for all in a unique world-class school**

that

- intends to be the best in the world at what we do
- provides dedicated staff with the opportunity to become excellent
- is respected locally and nationally in the education and creative sectors
- believes our pupils deserve the very best from us

### What does the job involve?

To provide high-quality administrative and coordination support to the Assistant Headteacher for Inclusion, ensuring that all statutory SEND processes are delivered efficiently, accurately, and in line with requirements. Reports directly to the Assistant Headteacher with responsibility for Inclusion

### What will I be directly responsible for?

You will be directly responsible for managing SEND documentation, maintaining accurate records and registers, and supporting statutory processes including EHCP workflows, Annual Reviews, external referrals, access arrangements, and JCQ Form 9 preparation.

### Who are you?

1. We are seeking to recruit an Inclusion Officer with commitment, enthusiasm, flexibility and considerable resilience! Energy and a good sense of humour will help too! Applicants are expected to have good literacy and numeracy skills along with a good understanding of how children learn and be able to form strong relationships with pupils, parents and colleagues.
2. Passionate about the difference schools can make to young people's ability to learn, create, express themselves and become active global citizens
3. You will need to be (very) patient, and resourceful, and be able to use your own initiative
4. An outstanding administrator with a track record you can speak about and be able to work within deadlines
5. Committed to keeping children safe through learning how to avoid/minimise risks
6. A self-starting team player with much to offer while still ready to learn
7. Clear on your views about the importance of high-quality information and communication for learners,

parents and staff and how to provide this.

8. Clearer still on what you have to offer us that can move us closer to our school vision

## **Who are the students?**

Our students

1. are fantastic, though not an 'easy ride' in any sense
2. usually come from mainstream primary school at age 11 as a large secondary school just wouldn't work for them
3. usually remain here until age 16 or 17 before going onto mainstream local colleges or training
4. have a wide range of Learning; Speech, Language & Communication and Emotional Needs
5. have many strengths and talents to discover, as well as difficulties, achieving up to GCSE/BTEC levels
6. make great strides with their personal, social and academic development during their time here

## **What else do you need to know?**

- We have a mixture of primary, secondary, and FE, experienced curriculum staff; there is a great sharing of expertise amongst staff.
- Our school community is richly diverse; understanding, celebrating, and capitalising on that is essential to the success of our school. We encourage applications from all sections of the community and have made a public commitment to Equality and Diversity.
- Our students tell us that the qualities they value in our staff are patience, kindness, being a good listener and having a good sense of humour. (Other qualities are 'cool' 'able to play football' and 'ability to skip' but we won't hold you to that!) We value highly the views of our students so they therefore will play a part in the recruiting process.
- There are 30 lessons per week, including assembly.
- There are 2 classes per year group, each with 11-12 students
- We highly value continuing professional development therefore attendance at fortnightly afterschool CPD until 4:45pm is a requirement.
- We are a lead school in the Hackney Teaching School Alliance where we work alongside 11 primaries, 3 secondary, a nursery and alternative provision. Developing our impact on teacher training and CPD beyond our school is a priority for the coming years.
- We are a National Support School and support development of educational leadership, teaching & learning as far away as Suffolk and Wolverhampton.
- We have made the John Hattie Visible Learning Plus Programme a central part of our CPD programme, continually developing evidence-informed approaches to teaching and learning.
- Although they make great strides with their personal, social and academic development here, most students will still have considerable difficulties with their learning when they are in KS4.
- We take safeguarding children seriously: As part of the shortlisting process, we will carry out an online search (including social media) on all applicants. Employment is not confirmed until a reference from your current/most recent Headteacher and enhanced clearance from the Disclosure and Barring Scheme (DBS) are received.

## **What do I do next?**

We'd very strongly encourage you to join an informal discussion online before you apply to help you get a sense of the school and team you'd be working with and to ask any questions you may have. **Please contact Kitty Kaur via [recruitment@stormonthouse.hackney.sch.uk](mailto:recruitment@stormonthouse.hackney.sch.uk) or (020) 8985 4245 to receive a link.**

Informal online meetings to ask questions will be held on Thursday 02 July at 4.15pm and Monday 06 July at 4pm.

Completed application forms should be emailed to [recruitment@stormonthouse.hackney.sch.uk](mailto:recruitment@stormonthouse.hackney.sch.uk)  
**Deadline for applications: Wednesday 08 July at 9am.**

**Interviews to take place on Wednesday 15 July 2026.**