



DRAYTON MANOR HIGH SCHOOL



Parliamentary Review

Ambition

Character

Civic virtue

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WELCOME FROM THE HEAD

Dear Applicant

Thank you for the interest you have shown in the post of **Graduate Inclusion Support Assistant** at Drayton Manor High School and welcome to our inspiring and exciting school that provides a truly exceptional education.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of '*Nec Aspera Terrent - hardships do not deter us,*' is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do. The school is a calm and purposeful place where good manners and good behaviour are considered essential. We have no doubt that this moral education and the way it is combined with academic expertise are key factors in our school's success.

Our teachers have excellent subject knowledge and are adept at not only preparing our students for examinations but for building their confidence so they are well prepared for their future lives, whatever their chosen path. We are very proud of our rich and wide curriculum which supports the growth and development of our student body and staff play an integral role in supporting this.

It is over 95 years since Drayton Manor opened in 1930 and we continue to build on the successes of the past to put the school in the best possible position for the next 95 years. Our school is a positive, welcoming and encouraging environment, which is a reflection of the outstanding contribution our staff members make to all aspects of our busy school life.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with a coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

We offer

- The opportunity to work for an organisation which is value-driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression to Deputy Headship and Headship
- Flexible and remote working opportunities mapped onto each professional's calendar
- Access to a private health care and wellbeing support package
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

Candidates who have extremely high expectations and who are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

As an inclusive employer we are seeking candidates from a range of backgrounds and invite you to visit our website, which offers further information about the school, or contact HR (hroffice@draytonmanorhighschool.co.uk) if you have any queries or would like to arrange a site visit.

Yours faithfully,



Mrs Lisa Mills

Headteacher



DRAYTON MANOR HIGH SCHOOL

GRADUATE INCLUSION SUPPORT ASSISTANT
Salary: £25,865 - £26,989 (FTE £30,429 - £31,752)
Monday to Friday 8.30am to 4.30pm
Term Time 39 weeks
Fixed-Term Contract

We are seeking an inspirational, enthusiastic Graduate Inclusion Support Assistant with outstanding literacy and communication skills to join our thriving school community. This role is ideal for graduates considering a career in teaching, particularly as Drayton Manor is part of the Schools Direct Programme, offering a clear pathway into the profession.

The successful candidate will play a key role in improving student outcomes by supporting, delivering, monitoring and evaluating targeted intervention programmes for students with:

- Special Educational Needs and Disabilities (SEND)
- English as an Additional Language (EAL)

You will work closely with staff and students, contributing to an inclusive learning environment where all our students can succeed.

Drayton Manor recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

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We are looking for candidates who

- Have high expectations of themselves and others
- Are committed to making a full contribution to school life
- Demonstrate excellent communication skills and attention to detail
- Share our commitment to the school's values, ethos and inclusive practices

Drayton Manor is committed to safeguarding and promoting the welfare of children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. Applicants will undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring (DBS) Service.



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST Graduate Inclusion Support Assistant

FACULTY Inclusion Faculty

GRADE Grade 4 (Range 7-10)

RESPONSIBLE TO Head of Inclusion Faculty

JOB PURPOSE To support the learning, progress and inclusion of students with Special Educational Needs and Disabilities (SEND) and English as an Additional Language (EAL), enabling them to access a broad and balanced curriculum and achieve their full potential.

To contribute to a positive, inclusive and safe learning environment in which all students can thrive.

Safeguarding Responsibilities

All staff have a responsibility to safeguard and promote the welfare of children. The postholder will:

- Adhere to statutory guidance, including *Keeping Children Safe in Education (KCSIE)*
- Promote the welfare and safety of all students at all times
- Report any safeguarding concerns immediately in line with school policy
- Maintain appropriate professional boundaries

Key Responsibilities

1. Teaching and Learning Support

- Assist teachers in delivering high-quality lessons and adapting learning activities to meet student needs
- Support students in lessons to remain engaged, focused and able to complete set work
- Promote independent learning and resilience
- Identify barriers to learning and implement appropriate support strategies

- Support students with literacy, including reading, writing and spelling
- Use IT effectively to support learning and record progress

2. Inclusion and Student Support

- Provide targeted support for students with SEND and EAL, both in and out of the classroom
- Work with students individually or in small groups to develop specific skills
- Be familiar with Education Plans, EHCPs, and students' medical needs
- Support speech, language and communication development, liaising with specialists where required
- Contribute to the integration and inclusion of students with physical or sensory needs
- Support students during break, lunchtime, after-school activities, trips and enrichment opportunities
- Assist with speech and language or occupational therapy programmes when required

3. Behaviour and Pastoral Support

- Support students in managing behaviour and engagement using agreed school strategies
- Contribute to a calm, purposeful and safe learning environment
- Build positive, professional relationships with students, responding to their emotional and learning needs
- Work within the Inclusion Faculty or Centre provision as directed

4. Assessment, Monitoring and Reporting

- Assess, record and monitor student progress and attainment
- Provide feedback to teachers and contribute to intervention planning
- Write reports on student progress and development
- Attend and contribute to review meetings, including annual reviews
- Administer routine assessments and support exam processes, including access arrangements and invigilation
- Use data to inform and evaluate interventions

5. Collaboration and Communication

- Liaise effectively with teachers, Pastoral Staff, the SENCO and Inclusion Faculty
- Work collaboratively with parents/carers and external professionals
- Contribute to the development and implementation of Needs and Strategies and Education Plans

6. Professional Responsibilities

- Attend and actively participate in staff meetings, CPD and training
- Continually develop professional practice and skills
- Provide clerical and administrative support to the Inclusion Faculty where required
- Maintain accurate records and uphold confidentiality
- Demonstrate high standards of professionalism, integrity and conduct

- Act as a positive role model for students

7. Additional Duties

- Undertake additional duties as directed by the SENCO, Senior Leader for Inclusion or Line Manager
- Accompany staff on school visits and take responsibility for groups under supervision
- Comply with all school policies, including:
 - Safeguarding and Child Protection
 - Equal Opportunities
 - Health and Safety
 - Data Protection and Confidentiality

Appraisal

The postholder will participate in the school's appraisal process in accordance with the School Appraisal Policy.

General

This job description outlines the main duties of the post but is not exhaustive. Duties may be amended in consultation with the postholder to reflect the changing needs of the school.



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

JOB TITLE: Graduate Inclusion Support Assistant – Fixed Term

All staff have a responsibility to safeguard and promote the welfare of children and young people. The successful candidate will be expected to demonstrate a commitment to safeguarding, in line with statutory guidance and school policies.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree (or equivalent qualification) • Grade 4/C or above (or equivalent) in GCSE English and Mathematics • Good standards of literacy and numeracy 	<ul style="list-style-type: none"> • Relevant training or qualifications in SEND • SEND experience • Additional qualifications related to education, child development or inclusion
Experience	<ul style="list-style-type: none"> • Experience of working with young people (e.g. in a school, tutoring, mentoring, coaching or voluntary setting) 	<ul style="list-style-type: none"> • Experience of working within an educational setting • Experience of supporting students with a wide range of special needs, including: <ul style="list-style-type: none"> • Cognition & Learning, Communication & Interaction Needs • Social, Emotional, Mental Health • Sensory/Physical Needs • Experience of working with students with EAL
Ability/Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to build positive relationships with students and staff • Strong written and verbal communication skills • Ability to work effectively as part of a team and contribute positively to the wider school community • Willingness to learn, develop professionally and seek guidance when needed 	<ul style="list-style-type: none"> • Experience of using educational or assistive technologies

	<ul style="list-style-type: none"> • Strong organisational skills with the ability to prioritise and meet deadlines • Ability to support learning across a range of curriculum subjects • Good ICT skills and the ability to use these to support learning and administration 	
Equal Opportunities	<ul style="list-style-type: none"> • A clear commitment to promoting equality, diversity and inclusion • Experience of working in a diverse, multicultural environment • Understanding of how inclusive practice supports student achievement • Commitment to upholding fundamental British values 	<ul style="list-style-type: none"> • Experience of working in a diverse, multicultural environment
Safeguarding	<ul style="list-style-type: none"> • Strong commitment to safeguarding and promoting the welfare of children and young people 	
Personal Qualities	<ul style="list-style-type: none"> • To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • A genuine interest in supporting young people and understanding how they learn • Commitment to inclusive education and the comprehensive school ethos • Ability to work collaboratively and build strong professional relationships • A strong sense of responsibility and accountability • Ability to remain positive, resilient and professional when managing competing demands • Good sense of humour and a flexible, proactive approach to work 	

Additional Requirements	<ul style="list-style-type: none">• Willingness to participate in continuing professional development (CPD)• Commitment to the wider life of the school, including extracurricular activities where appropriate• Willingness to undertake additional duties as required to support the School and Inclusion Faculty	
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EMPLOYEE BENEFITS



STAFF PRIVATE HEALTHCARE

All Staff have access to Private Healthcare Membership at no cost



PROFESSIONAL DEVELOPMENT

Ample opportunity for professional development. Education Professionals never stop learning



CYCLE SCHEME

Salary sacrifice Cycle-to-work scheme available to all staff



PAID DUTIES & FREE MEAL

Free lunch provided for each paid duty carried out at £24.50/hour



COMMUTE TO WORK

Within walking distance of Hanwell & Drayton Green Rail Station and accessible by E1, E3 and E11 buses & Elizabeth Line



WORKING HOURS & FLEXIBLE WORKING

Flexible and remote working opportunities are mapped onto each professional's calendar

THE APPLICATION PROCESS

Candidates should complete an application form describing how their skills, knowledge and experience match the job description and person specification for the post of **Graduate Inclusion Support Assistant**.

This should be sent via email to hroffice@draytonmanorhighschool.co.uk to arrive by 12 noon, Monday 8 June 2026. You can download an application form [HERE](#).

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The closing date is 12 noon, Monday 8 June 2026.

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring Service (DBS).