



Pendle
Education Trust

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**ASSISTANT
PRINCIPAL -
INCLUSION LEAD**

**APPLICATION
PACK**



Pendle
Education Trust

INTRODUCTION

WHY WORK FOR PENDLE EDUCATION TRUST

This is an exciting time to join Pendle Education Trust. We are developing and always improving the academies within our family to ensure the highest standard of education for our children.

Pendle Education Trust is a family of academies in East Lancashire educating over two thousand children. The Trust is sponsored by Nelson and Colne College. Established in 2013, Pendle Education Trust continues to contribute to the local communities that our schools are at the heart of.

We have five schools within our family:

- **Castercliff Primary Academy**
- **Casterton Primary Academy**
- **Colne Primet Academy**
- **Pendle Primary Academy**
- **West Craven High School**

Our focus is exceptional leadership and meeting the needs of local families and the community. Through close collaboration with local partners and schools, we strive to deliver an excellent education for children in Pendle and surrounding districts.

Our vision is that every child in our family should only be a short walk away from a great school. Our values of Belong- Be Brave and Be Our Best support our vision and are evident in everyday life in our schools

In practice this means that we care passionately about all the children in our schools and believe in the difference our work can make to their lives. We have a fantastic staff of over 350 people across our academies – all dedicated to this single purpose.

We don't apologise for relentlessly driving forward improvements for the benefit of our children and staff and look for ways to collaborate within the Trust and with other schools and academies with like-minded philosophies. There will be considerable opportunities for professional development and there will be coaching and mentoring opportunities. We have strong links with our sponsor, Nelson and Colne College, to develop skills and potential in all Trust staff. We encourage participation in relevant networks and forums with other leaders working in education.

You will have an excellent benefits package including a final salary pension scheme, a generous holiday entitlement and sociable hours of work. We are a flexible and supportive employer and would consider job share or part-time working applications.

Please visit our website for more information about Pendle Education Trust.

JOIN US

COLNE PRIMET ACADEMY



Now is a really exciting time to be joining Colne Primet Academy as we go through a period of rapid expansion, both in terms of staff and student numbers and with extensive new building and refurbishment work recently completed and opened from September 2024.

We currently have 875 students on roll from a diverse range of backgrounds, and the students numbers continue to grow up to our full capacity of 1050 over the next few years. Throughout the school, we have students who speak 23 different languages. Working with such a diverse community brings lots of opportunities for students to learn more about each other and themselves.

By joining the Primet family you will become part of a supportive and ambitious team. The core drive of being part of the Primet staff team is about wanting the best for our students, and to help them overcome any barriers to their success. Our aim here at Colne Primet Academy is to give each and every child the very best educational start in life. At all times, we guide, support and inspire.

We collaborate with our colleagues at West Craven High School as well as the three primary academies in our Trust family and have the support of the Pendle Education Trust core team for functions such as Finance, Facilities, Human Resources, Health and Safety, IT, Marketing and Governance.

We are proud of the positive atmosphere that exists within the Academy. Visitors very often comment on the calm and orderly surroundings and the warm, welcoming and friendly ethos we have created. We believe that high achievement comes as a result of a positive atmosphere, high expectations and mutual respect.

Our core values are based on the Primet Positives: Progressing, Respectful, Inclusive, Motivated, Expressive and Together. These values are embedded in everything we do throughout school, and we are very proud of what Colne Primet Academy stands for in its community – we hope you want to be a part of that too.

Please take the time to read the information in this booklet to find out more about this role and we look forward to receiving your application.



#PROUDTOBEPRIMET



Mrs Julia Pilkington
Principal

VACANCY

ASSISTANT PRINCIPAL - INCLUSION LEAD

Salary	L11-14
Role Details	Full-time, but part-time applications are welcome
Required	As soon as notice periods allow
Closing Date	9am on Monday 12th October
Interview Date	Week commencing 19th October



#PROUDTOBEPRIMET

JOB DESCRIPTION

ASSISTANT PRINCIPAL - INCLUSION LEAD

Purpose: To work as part of the Senior Leadership Team to ensure effective strategic and operational leadership across the Academy, and hold accountability for standards achieved, quality teaching and learning and high achievement rates for all. To undertake the role and responsibilities of a SENDCo, as well as leadership of SEND provision.

Role Specific Responsibilities

- Lead the strategic overview of provision for students with SEND, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, leading on evaluating the provision for students with SEND.
- Develop and implement the SEND policy, ensuring its objectives are reflected in the Academy Development and Improvement Plan (ADIP).
- Lead the operation of the SEND policy and co-ordination of provision.
- Monitor the attainment and progress of SEND students, including analysing assessment data and implementing and leading interventions as needed, and evaluating their effectiveness.
- To ensure effective intervention is in place for all students in order to address key development aims for the Academy and maximise the achievement and progress of students.
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice, including being aware of the provision in the local offer.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Work as part of the Senior Leadership Team and with the Exams Officer to ensure the school meets its responsibilities in terms of reasonable adjustments and access arrangements.
- Lead and manage teaching assistants (TAs) working with students with SEN or a disability.

Leadership Responsibilities

- To provide outstanding leadership and promote the vision, values and ethos of the Academy throughout normal daily practice and at internal and external events.
- To ensure a continuous and consistent focus on students' achievement and progress; and value and support students to achieve their full potential.
- Having high expectations of behaviour and academic achievement for all students; and effectively manage the behaviour of students using positive behaviour strategies.
- Ensure all Safeguarding systems and practices across school are effective, and be responsible for promoting and safeguarding the welfare of all pupils.
- Inspire, motivate and influence staff to reach the highest standards in all respects; and to be a role model for all staff and students and be a visible, supportive and challenging leader.
- To monitor, evaluate and review academy practice and promote and implement successful improvement strategies, ensuring assessment, reporting and recording and teaching and learning policies are regularly updated and adhered to.
- To report to the Principal and other Senior Leaders on standards at the Academy with recommendations, as necessary, on strategies required to address any areas of concern or inconsistency.
- Oversee aspects of the school CPD calendar, identifying areas of priority and designing appropriate training.
- To be responsible for following health and safety requirements in line with School policies and procedures.
- To participate proactively in training and development including qualification development required in the job role.

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Trust Responsibilities

- Share the Trust's Vision, Mission, Values and Behaviours and communicate them effectively.
- Participate in Staff Review and Professional Development activities, and be actively involved in the Trust's culture of high expectation. Value diversity and promote equality.
- Engage in marketing activities and liaison with employers and the wider community in line with Trust strategies.
- Contribute to cross-Trust events.
- Adhere to Trust policies and procedures including Health and Safety.
- Be responsible for safeguarding and promoting the welfare of children and young people.
- Any other duties that the Principal considers appropriate.



PERSON SPECIFICATION

ASSISTANT PRINCIPAL - INCLUSION LEAD

Qualifications and Attainments

Education to degree level **Essential**

Qualified Teacher with QTS **Essential**

Higher degree **Desirable**

National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment **Essential**

Professional qualification in a relevant area **Desirable**

Knowledge

Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation specifically related to SEND, and a sound knowledge of the SEND Code of Practice **Essential**

Understanding of equality and diversity, and of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social, and emotional needs **Essential**

Knowledge and understanding of a range of special needs **Essential**

with particular focus on SEMH, ASD, ADHD and SpLD **Desirable**

Sound understanding of assessment processes and relevant statutory guidance and legislation **Essential**

Up-to-date knowledge of specialised curriculum for young people with SEMH **Desirable** Understanding of what makes 'quality first' teaching, and of effective intervention strategies **Essential**

Experience and Training

Significant recent and relevant experience as senior or middle leader **Essential**

Evidence of leadership experience of a team, and ability to establish excellent working relationships within a team and for that team with the whole school community **Essential**

Excellent classroom practitioner with understanding of high quality teaching and learning **Essential**

Successful and proven track record of leading a whole school area with a demonstrable impact on school improvement **Essential**

Experience of line management and holding others to account with demonstrable positive impact **Essential**

Evidence of planning and implementation of strategies which impact on effective pupil progress **Essential**

Experience of analysing and interpreting assessment data to ensure effective student progress, raise standards and achieve outstanding pupil outcomes **Essential**

Successful development of colleagues **Essential**

Skills and Abilities

Able to lead others in promoting aspirational outcomes for SEND and vulnerable learners **Essential**

Ability to contribute to strategic planning for whole school development **Essential**

To be flexible and able to take both a proactive and responsive approach to leading and managing change **Essential**

To be a good communicator and be able to present to a wide range of audiences **Essential**

To promote equality of opportunity throughout all aspects of Academy life **Essential**

To lead others with energy, enthusiasm and tenacity to command respect and to provide an environment where others feel valued and motivated **Essential**

Attitudes and Beliefs

Commitment to excellence Commitment to inclusivity, equality and diversity **Essential**

Commitment to the role of secondary education in developing children's life chances and enabling them to achieve their full potential **Essential**

Commitment and passion for excellence in teaching and learning for children at all levels **Essential**

Commitment to ensuring a healthy and safe environment and the welfare of children and staff **Essential**

Commitment to quality and to continuous personal and Academy improvement **Essential**

Commitment to high professional and personal standards of work and conduct **Essential**

Commitment to the values of Pendle Education Trust **Essential**

ABOUT THE INCLUSION TEAM



Fiona Murgatroyd
SENDCo



Elinor Whitlock
Assistant SENDCo



Catherine Whittaker
Specialist Teacher

Our Inclusion team includes Fiona Murgatroyd, SENDCo and Elinor Whitlock, Assistant SENDCo. They are supported by Catherine Whittaker, a Specialist Teacher, and a Teaching Assistant team which consists of both TA3 and TA2 roles, with a well-established team as well as some who have joined more recently. The team is also supported by a SEND Administrator.

This is an exciting opportunity to be a part of this team and make a real difference to our children.



#PROUDTOBEPRIMET

PRE EMPLOYMENT CHECKS

Please note: All of our positions are subject to an enhanced DBS check. If there's any reason why this may preclude you from being considered, please contact the Pendle Education Trust team. In line with Keeping Children Safe in Education 2026, an online search will be carried out as part of our due diligence on shortlisted candidates.

CVs are not accepted. If you would like to submit an application, please download the application form found on the Join our Family page at www.pendleeducationtrust.co.uk

Equal Opportunities statement

We are an Equal Opportunities employer, welcoming applications from all sections of the community.

Rehabilitation

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.





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Pendle Education Trust
Nelson and Colne College
Scotland Road
Nelson
BB9 7YT

Email

hr@pendleeducationtrust.co.uk

Company Registration Number
08263591

Place of Registration
England and Wales