



STOKE PARK
— SCHOOL —

Director of Inclusion

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Sam Mohamed

Head of School



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



▼ Job Details

JOB TITLE	Director of Inclusion
OPPORTUNITY	At Stoke Park, we believe that every young person should belong, participate and thrive. We are seeking an exceptional Director of Inclusion to join our Leadership Team and lead the next chapter of our inclusion journey. The Director of Inclusion will provide strategic leadership for inclusive practice, behaviour and belonging, attendance and engagement, and family partnership, ensuring that barriers to success are identified early and removed effectively. Working across the school and with external agencies, the successful candidate will develop a culture where every student feels safe, valued and supported to achieve ambitious outcomes, secure positive future pathways and develop strong foundations for life beyond Stoke Park.
REPORTING TO	Head of School
LOCATION	Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	Grade 7 or 8 dependent on skillset and experience: Grade 7: £40,874 - £48,182 FTE, £36,390 - £42,897 pro-rata Grade 8: £47,084 - £54,741 FTE, £41,919 - £48,736 pro-rata 37 Hours / 40 weeks per annum Monday – Thursday: 8.00 am – 4.00 pm, Friday: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

To ensure all students can access, participate and achieve within an ambitious curriculum. Champion Belonging and Attendance so that every student feels connected to the Stoke Park community and engages fully in school life. Develop Systems and Provision that remove barriers, strengthen family partnerships and improve outcomes for disadvantaged, vulnerable and SEND students.

Duties and responsibilities:

Core Responsibilities

- Lead and strategically develop the school's Inclusion Hub, ensuring high-quality, consistent and student-centred provision that removes barriers to learning, strengthens belonging and enables all students to thrive. Provide oversight of key operational systems, including entrance and exit protocols, to ensure provision is safe, effective and impactful.
- Provide strategic leadership of behaviour, pastoral support and inclusion within the Inclusion Hub, using attendance, behaviour, safeguarding and intervention data to evaluate impact, identify emerging needs and drive continuous improvement across the school.
- Attend Immediate Action Group meetings and lead the planning, implementation and review of support for vulnerable students, coordinating multi-agency interventions, monitoring impact and ensuring timely, effective responses to complex and high-priority cases.
- Act as the strategic link between the Inclusion Hub, Year Teams and wider school community, promoting consistent approaches, strong communication and a shared commitment to high expectations, inclusion and student success.
- Build and sustain highly effective partnerships with external agencies, alternative providers and support services, whilst acting as a key point of contact for parents and carers to strengthen engagement and improve outcomes for vulnerable students.
- Work collaboratively as a key member of the Inclusion Team and Leadership Team, alongside Deputy Headteachers, the SENCo, Attendance Team and Safeguarding Team, to deliver the school's priorities around inclusion, attendance, behaviour, safeguarding and student achievement.



Duties and responsibilities continued:

- Lead, support and develop Inclusion Hub staff, fostering a culture of professional excellence, accountability and continuous improvement, whilst ensuring robust record-keeping and compliance with all statutory, safeguarding and regulatory requirements.
- Quality assure, design and facilitate professional development for pastoral leaders and wider staff, building expertise in inclusion, behaviour, attendance, safeguarding and relational practice.
- Provide professional supervision, coaching and challenge for pastoral leaders, ensuring high standards of practice, consistency of approach and effective support for students and families.
- Lead on the development and implementation of the school's inclusion strategy, ensuring that disadvantaged, vulnerable and SEND students are empowered to access learning, engage fully in school life and achieve ambitious outcomes.
- Champion a culture of belonging, participation and high expectations across the school, ensuring inclusion is understood as everyone's responsibility and embedded within all aspects of school improvement.

Multi-Agency Working

- Work in partnership with the Designated Safeguarding Lead (DSL) to ensure the school is effectively represented at Child Protection, Child in Need and other multi-agency meetings, advocating for vulnerable students and securing effective outcomes for children and families.
- Support the DSL in ensuring that actions arising from safeguarding and multi-agency meetings are communicated effectively, implemented within agreed timescales and rigorously monitored for impact.
- Lead the coordination of internal and external support for vulnerable students, ensuring colleagues, agencies and resources are deployed effectively to deliver timely, targeted and impactful interventions.
- Demonstrate a strong understanding of Early Help processes and thresholds, ensuring that emerging needs are identified promptly and that appropriate intervention and support are secured at the earliest opportunity.
- Provide strategic oversight of vulnerable student provision, ensuring that safeguarding, attendance, behaviour, SEND and pastoral support systems work cohesively to remove barriers and improve outcomes.
- Monitor and evaluate the effectiveness of multi-agency working and intervention strategies, ensuring provision contributes to improved attendance, engagement, wellbeing and achievement for vulnerable students

Line Management

- Lead and line manage the school's Inclusion Team, ensuring the highest standards of practice, professional development and accountability, and securing the effective delivery of interventions that improve attendance, behaviour, engagement and outcomes for students.
- Provide strategic oversight of the day-to-day operation of the Inclusion Hub, ensuring provision is responsive, impactful and aligned to the school's vision of inclusion, belonging and high expectations for all.



Duties and responsibilities continued:

Professional Development

- Maintain and continually develop professional knowledge and leadership expertise, remaining abreast of national developments, legislation and best practice in inclusion, safeguarding, behaviour, attendance and pastoral provision, undertaking professional learning and formal training as appropriate.
- Act as a visible and influential leader, modelling the school's values, vision and culture of high expectations, inclusion and belonging, whilst promoting excellence in professional conduct across the organisation.
- Champion and actively contribute to the strategic priorities of Stoke Park School, supporting the delivery of whole-school improvement and fostering a culture where all students are empowered to participate, achieve and thrive.
- Undertake any other duties commensurate with the grade and responsibilities of the post, as may reasonably be required by the Principal in support of the school's priorities and strategic development.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	- Educated to degree level upper second or first class or equivalent experience - Level 2 Working Together to Safeguard Children trained - Full driving licence and own transport	Level 3 safeguarding trained	Application Form Certificates
SKILLS AND ABILITIES	- Exceptional communication and influencing skills, both verbally and in writing, with the ability to engage, inspire and challenge a wide range of stakeholders including students, families, colleagues, governors and external partners. - High levels of professional integrity, discretion and emotional intelligence, with a strong understanding of confidentiality, safeguarding responsibilities and the appropriate sharing of sensitive information. - Proven ability to lead, develop and empower colleagues, fostering a culture of accountability, collaboration and continuous improvement. - Highly effective in building positive relationships and working collaboratively across teams, creating collective responsibility for inclusion, belonging and student success.		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES	• Demonstrable experience of providing strategic leadership and successfully implementing cultural change that improves outcomes for students. • Strong ability to use data, evaluation and professional judgement to inform decision-making, monitor impact and drive sustained school improvement. • Proven track record of developing and sustaining highly effective professional relationships with stakeholders at all levels, including families, external agencies, local authority partners and school leaders. • Committed to championing inclusion, equity and high expectations, ensuring all students, particularly those who are vulnerable, disadvantaged or have additional needs, are supported to participate, achieve and thrive. • Maintain accurate records and ensure compliance with data protection and statutory requirements. • Monitor, evaluate and improve safeguarding and inclusion practice. • Deploy resources strategically to maximise impact and outcomes. Use ICT and data systems effectively to inform decision-making. • Manage competing priorities and deliver high-quality outcomes to deadlines. • Contribute to policy development and school improvement. • Demonstrate reflective, proactive and solution-focused leadership. • Build strong relationships with students, families, staff and external partners. • Commit to continuous professional development and evidence-informed practice. • Coordinate and evaluate external agency support and referrals. • Design, deliver and quality assure training and professional development		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	- Principles and practices of effective teaching and learning for SEND learners - Preparation of schemes of work and lessons; knowledge and understanding of subject area(s) - Principles and practices of monitoring/assessment/evaluation - The application of information and communications technology (ICT) learning and teaching in subject area(s)		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	- Expert knowledge of safeguarding legislation, guidance and best practice, including Keeping Children Safe in Education and Working Together to Safeguard Children. - Thorough understanding of the safeguarding responsibilities of schools and partner agencies. Knowledge of Early Help, assessment processes and intervention pathways. - Understanding of child protection processes, including Child Protection and Child in Need conferences. - Strong understanding of inclusion and strategies to remove barriers to learning, attendance and achievement. - Understanding of the importance of high academic outcomes in improving life chances for all young people. - Knowledge of current national educational priorities and their implications for school improvement. - Strong understanding of school systems, structures and effective pastoral practice. - Knowledge of data protection legislation, information sharing protocols and confidentiality requirements. - Understanding of online safety, contextual safeguarding and emerging risks for young people.		Application Form Interview Test
OTHER REQUIREMENTS	- A visible and credible leader who models the school's values and is committed to developing both self and others. - Champions inclusion, belonging and equity, ensuring all students can participate, achieve and thrive. - Demonstrates the highest standards of professionalism, integrity and accountability. - Flexible, resilient and able to meet the demands of a senior leadership role.		Application Form Interview



How to apply

Closing date:

Wednesday 28th October 2026

Interviews:

tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-policies

- Stoke Pak School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.