



Director of Inclusion

Candidate Information Pack

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On behalf of the Board of the Truro and Penwith Academy Trust (TPAT), I would like to thank you for your interest in the exciting role of Director of Inclusion. TPAT has a proven track record of growing great leaders and creating opportunities for career development. Your interest in TPAT coincides with an exciting phase in our development following growth of our trust to 36 schools and hope that after reading the contents of this pack, you will feel inspired to take your interest further.

All members of the TPAT team are committed to providing the very best opportunities for every young person we educate to achieve their potential. Our mission is to improve life chances for all, and we firmly believe in this mission regardless of background, need or life challenges that may arise. Central to our vision for education is the belief that the entitlement to an excellent education can be realised more quickly and with greater sustainability through proactive collaboration.

As a school trust we have a strong sense of moral purpose, which helps to create an environment within which all leaders take collective responsibility for the learning and success of all 8,700 pupils in our care. We promote a culture in which active willingness to share and promote the very best practice is a key factor in the improvement of our schools.

We are committed to supporting and learning from the education community in Cornwall and the wider South West region, and fully contribute to system leadership to the benefit of the communities we serve.

For this key leadership role we are looking for someone who shares this commitment and holds values to support making our ambitious goals a reality. We are seeking someone who has a commitment to collaboration and will have an unremitting focus on high-quality learning, teaching and leadership required to support the trust.

This candidate brief provides some background information about the role, the Trust's development to date and the key themes in our vision: 'Improving life chances for all'. We very much hope these opportunities and challenges will excite you and lead to you submitting an application.



01

Introductions

Chief Executiver Officer

& Chair Of Trust Board

Handwritten signature of Jenny Blunden in black ink.

Jenny Blunden OBE
Chief Executive Officer

Handwritten signature of Anita Firth in black ink.

Anita Firth
Chair of the TPAT Board



02

Advert

Director of Inclusion

Contract: Permanent, full time

Salary: £79,475

The Truro and Penwith Academy Trust is a leading multi-academy trust currently operating across Cornwall with ambitions to continue to grow. We currently work with 36 schools across the county and proud to serve each pupil who attends our schools. To ensure we continue to provide the best provision we are now looking to recruit a Director of Inclusion to provide strategic direction for all trust inclusion services and to set the vision and ethos for inclusion. This is a significant role which requires a highly talented leader who will work to raise the standards of provision for vulnerable pupils so that all are included in education and achieve positive outcomes. The successful candidate will work in collaboration with Trust leaders to ensure that the needs of all our pupils are met, and their progress and outcomes are the very best that they can be.

We are looking to hear from candidates with the following experience:

- Experience of leading SEND provision as a practising SENDCO.
- Headteacher or senior leadership experience in more than one educational setting.
- Experience of co ordinating whole school approach to Attendance and ability to show impact.
- Track record of school improvement to raise standards and outcomes for vulnerable pupils.
- Experience of working with pupils with challenging behaviours.
- Track record of school improvement to raise standards and outcomes for vulnerable pupils.

To apply for the position please download and complete the application form and email to recruitment@tpacademytrust.org. Please ensure your name and the position title are within the subject line. We are unable to accept CV's.

To explore the role in more detail ahead of applying, please contact our Director of Education, Chris Gould at ChrisGould@tpacademytrust.org.

The closing date for the position is **midday Monday 13 January 2025**.

Assessment and interview date: Friday 24 January 2025.

Director of Inclusion

Role Purpose

The Director of Inclusion will lead in raising the standards of provision for vulnerable pupils so that they are included in education and achieve positive outcomes, providing strategic direction for all Trust inclusion services and to set the vision and ethos for inclusion.

The role will come with significant responsibility and will provide direct supervision to Attendance, Behaviour, SEND and ARB leads, working with them to ensure consistent policies and practices are in place across the trust in relation to inclusion.

- To secure the commitment of SENDCOs and Inclusion leaders to the vision and direction of the Trust
- To manage the work of the Trust Attendance lead, behaviour leads and trust SEND leads
- To undertake outreach work in schools to support SENDCOs, Headteachers, Attendance and Behaviour Leads and Designated Teachers in their roles
- To support TPAT schools to establish, lead and manage appropriate provision and support for pupils across the Trust who are vulnerable and require additional support through targeted teaching, assessment and intervention.
- Providing outstanding leadership on Area Resource Base (ARB) provision which ensures all TPAT ARBs are supported and challenged to secure excellent provision.

Overall Responsibilities

- Working with the Deputy CEO, to develop, deliver and evaluate an effective, robust and sustainable strategy to improve pupil outcomes and experiences, particularly in relation to those pupils who are most vulnerable. This will include working in collaboration with all senior leaders and pastoral staff to gather intelligence, identify barriers and ensure schools and external partners implement appropriate strategies and interventions to ensure that these learners can achieve.
- To be the main point of contact for SEND for the Trust with the Local Authority and other external Agencies
- To ensure there is a coherent TPAT offer for SEND in all schools.
- To maintain oversight of key aspects of provision and the associated data intelligence, to include Attendance, behaviour, CiC and SEND.
- To work with the Trust Leaders for Secondary, attendance, behaviour, CiC and Safeguarding to ensure pupils with multiple vulnerabilities have high quality provision which is adapted to meet their needs and their progress and outcomes are the very best they can be.

- To work closely with colleagues within the Trust, at all key stages, to identify the types of provision needed and ensure that the needs of all pupils are met and outcomes are improved.
- To engage with research, national bodies, sources of excellence and the wider practitioner community to continually improve and enhance provision for the most vulnerable children in the Trust.
- To maintain an up to date knowledge of relevant legislation (e.g. behaviour, SEND, attendance, CiC) and research providing leaders with updated information and recommended responses as necessary.
- To champion best practice and inspire practitioners to enable every child to achieve their potential.
- To monitor and evaluate the effectiveness at key transition points (from EY to KS1, KS1 to KS2, KS2 to KS3, and KS4-KS5) ensuring those at risk are identified and supported to achieve best outcomes.
- To ensure standardised policies and procedures are implemented and used well, both at individual school level, and across the Trust to raise standards of provision and identify and address trends.
- To oversee the work of the ARBs and provide advice and support for those who hold responsibility for provision within the ARBs to raise standards and promote positive outcomes.
- To support Trust leaders and schools to engage with parents and carers of vulnerable pupils including those with SEND, challenging behaviour, high levels of absence and CiC.
- To be responsible for the development, monitoring and impact of appropriate assessments and interventions for vulnerable children.
- To establish high quality reporting and communication systems so that parents are well informed about their child's progress
- To monitor the effectiveness of outreach provision and ensure best practice and value for money is achieved in the best interests of pupils.
- To provide leadership and expert professional advice in all aspects of inclusion, developing and implementing effective strategies, policies and procedures that reflect best practice.
- To provide advice and support to school leaders so that the curriculum is appropriate and effectively adapted to promote inclusion.
- To build and develop robust links with external agencies, as required.
- To support schools to be fully prepared for an OFSTED inspection relating to the areas of inclusion.

General Responsibilities

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of the Trust's organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the growing great people process or as appropriate.

The Trust is committed to safeguarding and promoting the welfare of children, and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of yourself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by General Data Protection Regulations (GDPR). Confidentiality must be maintained at all times.
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- Maintain the highest level of professional standards and to be aware of and adhere to all School and Trust policies and procedures including and in particular those for safeguarding the welfare of pupils.
- To undertake mandatory training as required by the School / Trust.
- To be responsible for your own continuing self-development and attend meetings as appropriate.

To undertake other duties appropriate to the post as required.

Job Description

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Education and Training	Essential	Desirable
Educated to degree level	x	
Teaching Qualification	x	
SEND qualification or working towards this		
Masters level qualification		x
NPQ qualifications in school leadership including NPQSL or NPQH		x
Level 3 Safeguarding Training		x
Skills and Experience		
Experience of leading SEND provision as a practising SENDCO	x	
Experience of co ordinating whole school approach to Attendance and ability to show impact	x	
Experience of working with pupils with challenging behaviours	x	
Headteacher or senior leadership experience in more than one educational setting	x	
Track record of school improvement to raise standards and outcomes for vulnerable pupils	x	
Experience of co- ordinating SEND / attendance/behaviour across a series of schools or leading cluster work		x
Experience of leading Alternative Provision, ARB or Specialist Provision		x
Designated Teacher for CiC		x
Experience of working in both primary and secondary phases of education		x
Experience working in partnership with external agencies and/or local authority		x
Specialist Knowledge and Skills		
Senior Leadership experience in more than one educational setting	x	
Experience of leading strategic development and school improvement	x	
Experience of supporting school improvement linked to improved standards in SEND, behaviour or attendance	x	
Skilled at evidence based evaluation of impact and effectiveness	x	
Confident user of multiple IT applications	x	
Knowledge of DfE Guidance and national legislation including SEND Code of Practice, suspension and exclusion, attendance and CiC		x
Knowledge of curriculum and pedagogy to promote inclusion		x
Behaviours and Values		
Ability to lead the work of others and manage teams through highly effective communication skills	x	
Committed to promotion of equality of opportunity and British Values	x	



04
Person Specification



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Location:
Cornwall

Cornwall

Moving to Cornwall is life-changing in all senses. We believe our county is one of the best places in the world to live - and somewhere you can do something great for vulnerable children, families and adults in Cornwall.

Why here? Let's start with the healthy lifestyle and fantastic outdoor opportunities. Cornwall offers miles of stunning landscape and variety of places to live, which range from cairn to cove. People here are free to spend their weekends exploring the countryside and numerous historical sites, as well as coastal towns like Newquay and Falmouth.

Move here, and you'll be close to:

- wild moorland landscapes
- long and varied coastline
- beautiful beaches with surfing opportunities
- attractive villages
- Areas of Outstanding Natural Beauty.

All this, plus the mildest and sunniest climate in the UK.

Culture in Cornwall

Cornwall is well known for its thriving cultural scene, from the Tate Gallery in St Ives to the Newlyn School of Art and the Barbara Hepworth Museum and Sculpture Garden as well as numerous festivals to meet all interests and tastes. Our world-class attractions include the Eden Project and the Minack Theatre.

We also enjoy a wide range of restaurants owned by world-famous chefs including Rick Stein, Paul Ainsworth and John Torode. Cornish beer, cider and gin are also fast achieving worldwide recognition.

There are a number of great cafés and restaurants serving delicious food to suit all tastes all using local produce.

Community in Cornwall

Cornwall is one of the safest places to live in the country. Last year, Devon and Cornwall Police reported the second lowest crime rate across the country as a whole.

There are many beautiful towns and villages which boast fantastic homes as well as a true sense of community, and the opportunities of the region enables you to enjoy a unique home / work life balance. Property prices seem to be remaining strong despite Coronavirus and Brexit worries, and so buying property here is still considered to be a sound long-term investment, with housing stock to meet varied budgets.



Truro

Truro, the UK's most Southerly city is a vibrant centre of shopping, culture and impressive architecture right in the heart of Cornwall. Truro and its surroundings offer everything from retail therapy, cultural and architectural delights, festivals and major events to beautiful countryside. From local markets and fairs to theatre productions and seasonal celebrations, there is always something going on in and around our great little city!

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Location:
Truro

All applications will be acknowledged. There is a nominal closing date for this role, however candidates are encouraged to submit their applications as soon as possible.

Closing date: **Midday Monday 13 January 2025**
Assessment & Interview date: **Friday 24 January 2025**

To apply for the position please download and complete the application form and email to recruitment@tpacademytrust.org. Please ensure your name and the position title are within the subject line. We are unable to accept CV's.

To explore the role in more detail ahead of applying, please contact our Director of Education, Chris Gould at ChrisGould@tpacademytrust.org.

If you have a query on any aspect of the appointment process, need additional information, would like to visit a the Central Team/school, or wish to have an informal discussion, please contact recruitment@tpacademytrust.org



06 Application and Selection Process