



ST TERESA
of **CALCUTTA**
Catholic Academy Trust



DIocese of SALFORD

Head of Inclusion

Applicant Information Pack



MAKE CHRIST *known;*
MAKING LIVES *better*



Welcome from the CEO

On behalf of St Teresa of Calcutta Catholic Academy Trust, I would like to thank you for your interest in the post of Head of Inclusion.

Our Trust Mission is simple, it is to make Christ known, and ensure we are making lives better for our communities, our children and young people and all of our stakeholders. We model our work on the example of service set by St Teresa.

We are part of the Diocese of Salford and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan. Our Trust began in 2017, and we currently comprise twenty four schools: twenty primary and four secondary. By the end of the calendar year we expect to have a further three schools join us on our journey. Over the coming months and years, and as part of Bishop John Arnold's vision for his Diocese, more Catholic schools will join us.

It is an increasingly exciting time for our Trust. We are fortunate to have committed and talented Headteachers leading each of our schools, and we are building a strong collaborative culture across our schools. It is only together, using our resources and talents, that we make a difference to all our children and young people, regardless of their location.

We have worked incredibly hard to align our organisation into four critical functions, finance, information, performance and operations. We are now seeking an individual to join our performance function and continue to support and challenge our school leaders to further improve outcomes for all our pupils.

This is a role with great scope and great potential, our children and young people cannot learn, progress and be successful if they are not receiving well designed curricular, excellent teaching and effective assessment. I would suggest all potential candidates take some time to review our Trust website, so they get a sense of the organisation we are going to build together. Please do take the time to review the job description and person specification.

Thank you for your interest in this position and we look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Foley'.

Chris Foley
Catholic Senior Executive Leader (CEO)





About the Trust

Our Trust began in 2017, and we currently comprise twenty-four schools: twenty primary and four secondary. By the end of the calendar year we expect to have a further three schools join us on our journey. Over the coming months and years, and as part of Bishop John Arnold's vision for his Diocese, more Catholic schools will join us.

We are part of the Diocese of Salford, and our schools span the local areas of Bolton, Bury, Rochdale, Salford and Wigan.

Our curriculum principles:

- Our Curriculum must be grounded in the Gospel and give our children and young people the skills and determination to make Christ known and transform society. It must provide opportunities for worship and celebration.
- Our Curriculum must nourish the whole person and deliver for all the opportunity that will make lives better.
- As a Catholic school 10% of curriculum time (scheduled/timetabled teaching time) must be devoted to the teaching of Religious Education. This must follow the expectations as laid out in the Religious Education Curriculum Directory.
- Our Catholic schools must fulfil statutory responsibilities to deliver RSE, PSHE and other provision, such as the Prevent duties.
- Our Catholic schools must deliver a curriculum that is at the very least as ambitious as the National Curriculum and ensure that pupils across the key stages receive provision they are entitled to in all subjects.
- Our Catholic schools' Curriculum Intents must be designed with the local context, and the community they serve in mind.
- Our Catholic schools must share their curriculum thinking, planning and development to benefit all children and young people who are educated across STOC.





About the role

Thank you for your interest in joining St Teresa of Calcutta Catholic Academy Trust (STOCAT). As we continue to expand, we remain committed to our mission of "Making Christ Known" and are dedicated to the work of transforming lives and communities through the power of education.

We are seeking to appoint an exceptional strategic leader to the post of Head of Inclusion to lead and develop a coherent, high-quality Trust-wide inclusion model that secures inclusive excellent across all our academies.

The successful candidate will have significant leadership experience across special educational needs and disabilities (SEND), inclusion and school improvement, with a strong track record of improving outcomes and provision for vulnerable pupils. The postholder will work closely with the Chief Performance Officer, Senior Regional Performance Officer and Regional Improvement Officers to ensure consistent, high-quality inclusive provision and outcomes across the Trust.

This role extends beyond SEND and includes strategic oversight of:

- Special educational needs and disabilities (SEND) provision.
- Social, emotional and mental health (SEMH) needs and behaviour.
- Emotionally based school avoidance (EBSA) and attendance-related vulnerability.
- Alternative provision and inclusion pathways.
- Pupils at risk of suspension or exclusion.
- Wider vulnerable pupil groups.

A key element of the role will be achieving the right balance between support and challenge. The Head of Inclusion will provide strategic leadership, robust assurance and professional support to ensure provision of vulnerable pupils is not only compliant but demonstrably effective, ambitious and consistently strong across all Trust schools.

This is a senior Trust leadership post operating at Head of Service level alongside other Trust improvement leaders.

We invite you to join us on this journey and help us continue our mission of improving lives and fulfilling our promise to make Christ's love known in all that we do. If you share our vision and possess the experience and drive to make a lasting impact, we would be delighted to consider your application.





We are looking for an individual who has:

- Extensive leadership experience in SEND and inclusion.
- A strategic vision and the ability to lead Trust-wide change.
- Strong analytical skills and use of data to drive improvement.
- The ability to balance support and challenge with senior leaders.
- Excellent communication and relationship-building skills.
- Deep knowledge of SEND legislation and national policy.
- Strong leadership of SEMH, behaviour and vulnerable pupil work
- High levels of integrity, professionalism and resilience.

We can offer:

- A chance to join a progressive and innovative Performance team.
- The opportunity to influence school improvement across multiple Catholic primary and secondary schools within our Trust.
- A caring and engaged community of stakeholders.
- Strong support from our Central Team and Trust Board, committed to your success.
- Professional and spiritual development opportunities supported by the Trust and the Diocese.
- Access to robust collaborative networks at the local and borough levels.
- Employer contributions to the Teachers' Pension Scheme.





| Job Description | |
|--|---|
| Post: | Head of Inclusion (Special Educational Needs and Disabilities, Inclusion and Vulnerable Pupils) |
| Pay scale: | L11-15: £66,368 to £73,105 / Head of Service: £65,016-£72,240 |
| Responsible to: | Chief Performance Officer |
| Main Location: | STOC Central Office with travel to Trust schools |
| Key Responsibilities | |
| <p>The Head of Inclusion will establish a culture that promotes excellence, dignity and high expectations for all pupils, particularly the most vulnerable.</p> <p>The core purpose of the Head of Inclusion is to:</p> <ul style="list-style-type: none"> • Design and lead a coherent Trust-wide inclusion strategy. • Secure consistency and quality of SEND and inclusive provision across all schools. • Provide robust assurance, verification and evaluation of impact. • Reduce variation and build leadership capacity across the Trust. • Align inclusion with safeguarding, attendance, behaviour and standards. • Reduce exclusions and strengthen inclusive practice. • Support the Chief Performance Officer in securing strong outcomes and inclusive practice across all academies. | |
| Main Duties | |
| <u>Culture, Ethos and Strategic Leadership:</u> | |
| <p>The Head of Inclusion will:</p> <ul style="list-style-type: none"> • Articulate a clear moral purpose focused on securing high-quality inclusive education for all pupils, rooted in the Trust's Catholic ethos. • Demonstrate a commitment to the Trust's mission through leadership that promotes dignity, equity and excellence. • Lead with integrity, clarity and resilience, modelling the highest professional standards. • Act as an ambassador for the Trust locally and regionally in relation to inclusion and SEND. • Maintain a wide and current knowledge of national policy, research and inspection frameworks. • Translate national and local policy into effective Trust practice. • Promote collaboration across schools to maximise the impact of Trust expertise and resources. | |
| <u>Trust Inclusion Strategy and Development:</u> | |
| <p>The Head of Inclusion will:</p> <ul style="list-style-type: none"> • Develop and implement a coherent three-to-five-year Trust Inclusion strategy aligned with Trust priorities and growth. • Design and lead a Trust Inclusion model built on: <ul style="list-style-type: none"> ○ Clear communication and reporting | |



- Consistency of documentation, leadership and practice
- Professional development and knowledge transfer
- Establish clear vertical reporting from schools through Trust assurance structures to the Chief Performance Officer and Board.
- Develop strong horizontal collaboration across Special Educational Needs Coordinators (SENCOs) and inclusion leaders through Trust networks and peer review.
- Standardise core Trust documentation, templates and quality standards for inclusion and SEND.
- Ensure all schools implement the SEND Code of Practice effectively and consistently.
- Build strong partnerships with Local Authorities, diocesan partners and external agencies.

Educational Provision, Inclusion and Performance:

The Head of Inclusion will:

- Demand ambitious standards of achievement, attendance and inclusion for vulnerable pupils.
- Monitor and evaluate provision, leadership and outcomes across all academies.
- Provide professional challenge and support to Headteachers, SENCOs and inclusion leaders.
- Analyse Trust-wide inclusion and SEND data to identify priorities and emerging risks.
- Ensure pupils with SEND and other vulnerable groups access a broad, balanced and ambitious curriculum.
- Promote high-quality adaptive teaching and evidence-informed interventions.
- Provide accurate and timely reports on inclusion performance and impact to the Chief Performance Officer, Executive Team and Trust Board.

Behaviour, Social, Emotional and Mental Health and Vulnerable Pupils:

The Head of Inclusion will:

- Support development of Trust strategy relating to:
 - Social, emotional and mental health (SEMH).
 - Behaviour and exclusion reduction.
 - Emotionally based school avoidance (EBSA).
 - Alternative provision.
- Promote inclusive practice and early intervention across all schools.
- Support leaders in managing complex inclusion rates.
- Contribute to reducing suspension and exclusion rates across the Trust.
- Ensure strong alignment between SEND, attendance, safeguarding and behaviour systems.

Trust SEND Assurance and Verification:

The Head of Inclusion will:

- Design and implement a Trust inclusion assurance cycle (termly and annual).
- Provide independent evaluation of provision and impact across schools.



- Verify:
 - Education, Health and Care Plan (EHCP) implementation and impact.
 - Graduated response and assess-plan-do review processes.
 - Provision mapping and intervention quality.
 - Inclusive classroom practice.
- Conduct thematic reviews where variation or risk is identified.
- Maintain a Trust “variation map” identifying strengths and areas for improvement.
- Produce concise, evidence-based assurance reports distinguishing compliance from effectiveness.
- Trigger proportionate support and challenge through agreed Trust escalation routes.

Leadership Development and Capacity Building:

The Head of Inclusion will:

- Lead and develop a high-impact Trust SENCO and inclusion networks.
- Provide coaching, supervision and professional development for inclusion leaders.
- Strengthen leadership capacity and succession planning across schools.
- Identify emerging talent and support leadership development pathways.
- Promote collaboration and sharing of effective practice across the Trust.
- Ensure inclusion expertise informs wider leadership development programmes.

Alignment with School Improvement and Trust Services:

The Head of Inclusion will work closely with the Chief Performance Officer and Trust leaders to:

- Align inclusion provision with Trust school improvement priorities.
- Contribute to Trust performance reviews and standards monitoring.
- Ensure schools are inspection-ready in relation to inclusion and SEND.
- Support early identification of risk and contribute to intervention strategies.
- Work collaboratively with safeguarding, attendance and behaviour leaders.
- Contribute to Trust-wide strategic planning including workforce and resource deployment.
- Support governance understanding of inclusion provision and statutory duties.

Systems, Documentation and Compliance:

The Head of Inclusion will:

- Maintain a coherent Trust-wide inclusion framework including:
 - Policies and procedures.
 - Audit tools.
 - Reporting formats.
 - Escalation processes.
- Ensure statutory compliance across all schools.
- Support schools to maintain accurate and effective SEND and inclusion records.
- Ensure effective and efficient use of SEND and inclusion funding and resources.



General Responsibilities:

The Head of Inclusion will:

- Maintain confidentiality at all times.
- Comply with all safeguarding requirements.
- Undertake other duties commensurate with the senior nature of the post as directed by the Chief Performance Officer.
- Travel regularly to Trust schools
- Engage in relevant professional development.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- The role will be a mix of working on site at our primary schools initially, and at Trust Headquarters. A valid driving license and access to a vehicle is necessary to fulfil this role.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An



online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

| Person Specification | | |
|---|------------------------------|-----------------|
| Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application | | |
| | Essential / desirable | Evidence |
| Faith Commitment | | |
| Supportive of the Catholic ethos and mission of the Trust | Essential | A/I |
| Commitment to inclusive education and equality of opportunity | Essential | A/I |
| Practising Catholic | Desirable | A/I |
| Qualified Teacher Status (QTS) | | |
| Qualified Teacher Status (QTS) | Essential | A/I/C |
| Degree or equivalent qualification | Essential | A/I/C |
| National SENCO qualification or equivalent experience | Essential | A/I/C |
| Evidence of sustained professional development | Essential | A/I |
| NPQH/NPQEL or equivalent leadership qualification | Desirable | A/I/C |
| Knowledge & Experience | | |
| Significant leadership experience in SEND and inclusion | Essential | A/I |
| Experience of leading a sustained improvement across schools | Essential | A/I |
| Experience of evaluating provision across multiple settings | Essential | A/I |
| Experience of providing professional challenge to senior leaders | Essential | A/I |
| Strong knowledge of SEND legislation and Code of Practice | Essential | A/I |
| Experience of leading inclusion beyond SEND (SEMH, behaviour, vulnerable pupils) | Essential | A/I |
| Experience of analysing performance and inclusion data | Essential | A/I |
| Experience of leading professional networks and development | Essential | A/I |
| Experience of working with Local Authorities and external agencies | Essential | A/I |



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|--|-----------|-------|
| Experience within a multi-academy trust or system leadership role | Desirable | A/I |
| Technical Skills & Ability | | |
| Ability to lead strategically across multiple schools | Essential | A/I |
| Ability to balance support and challenge | Essential | A/I |
| Excellent communication and interpersonal skills | Essential | A/I |
| Ability to analyse complex information and produce strategic reports | Essential | A/I |
| Strong organisational and project leadership skills | Essential | A/I |
| Ability to design and implement Trust-wide systems | Essential | A/I |
| Ability to coach and develop leaders | Essential | A/I |
| Special working conditions | | |
| Willingness to work flexibly across multiple sites and with external agencies | Essential | A/I |
| Full driving license and access to own car with business insurance | Desirable | A/I |
| Personal characteristics | | |
| High levels of Integrity, resilience and professionalism | Essential | A/I/R |
| Ability to build strong professional relationships | Essential | A/I/R |
| Collaborative and solution-focused approach | Essential | A/I/R |
| Strategic thinker with attention to detail | Essential | A/I/R |
| Flexible and dedicated approach to work | Essential | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people | Essential | A/I/R |
| Commitment to equality and diversity | Essential | A/I |
| Commitment to good attendance at work | Essential | A/I/R |
| Commitment to excellence and continuing professional development | Essential | A/I/R |



How to apply

The closing date for this position is: 8 May 2026

Shortlisting will take place on: 11 May 2026

Interviews will be held on: 20 May 2026

Applicants are strongly encouraged to arrange a conversation with the Chief Performance Officer and visit the central office to discuss this role. Initial contact should be made by email to admin@stoccat.org.uk.

St Teresa of Calcutta is committed to the safeguarding and promotion of the welfare of all children and young people in our care and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

