



BOSCO

CATHOLIC EDUCATION TRUST

Known & Loved



HEAD OF INCLUSION & TRUST DSL

CANDIDATE PACK



Serving diocesan schools in Sussex
Arundel & Brighton

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WELCOME

Thank you for your interest in the post of Head of Inclusion and Trust DSL. Our priority is to champion the most vulnerable children entrusted to our care and support those with additional learning needs to fulfil their God-given potential. This is at the heart of our mission. Your role as Head of Inclusion and Trust DSL is an exceptionally important and worthwhile one. You'd need to lead with passion, integrity and a clear moral purpose. Your commitment to improving life-chances and closing gaps will be matched by the credibility and track record you bring to the role.

At present there are 11 schools in the Trust, with a further 2 about to join; eventually becoming a family of 33 schools in the fullness of time. It is imperative therefore that you grow with the role, demonstrating an ability to lead, build relationships and think strategically about Trust-wide strategies to support and enable those within schools to lead of safeguarding and inclusion.

This is a full-time post and when not visiting and supporting schools, you'd ideally be based at our Trust offices at St Paul's in Burgess Hill (although this isn't essential).

We recognise that the role of safeguarding lead for the Trust is only likely to grow and in time this responsibility will need splitting out; something you may wish to prioritise and take on or pass on to a DSL Lead. We are blessed with wonderful SENDCos and DSLs in our Trust schools and they already work very collaboratively. Your work to coordinate, facilitate and direct resources such as our Trust Educational Psychologists and Speech and Language Therapists will make a real impact upon the quality and provision in schools.

For us, finding the right person isn't just about their experience and qualifications. We are looking for someone who really buys into our ethos and is a great people-person with high levels of emotional intelligence.

The schools in Bosco CET are all vibrant, diverse and welcoming communities. They share a common ethos and expectation; setting high standards and never settling for second-best. Your role as Head of Inclusion and Trust DSL is crucial in helping these schools realise their potential.

We believe it is imperative to invest in our staff and cherish their work. This would apply to you too. So, if you think this challenging but rewarding position is the job for you, please do get in touch. We'd love to hear from you.

David Carter
CEO, Bosco CET



WHO WE ARE

A DIOCESAN TRUST FOR CATHOLIC SCHOOLS ACROSS SUSSEX

Working across three local authorities, the Bosco Catholic Education Trust was formed in April 2017 to serve all 33 schools across West Sussex, East Sussex and Brighton & Hove.

There are currently 11 schools (2 Secondary and 9 Primary) within the Trust, all judged as Good or Outstanding. There are a further 7 schools in the process of joining in the next 18 months. This is an exciting time to be at the heart of the Trust and the impact of the work you undertake will be profound.

The Trust exists to serve the schools – not the other way around! We feel fortunate to work with such a great group of Headteachers who, without exception, are very positive about collaboration and working within the Trust family of schools. We also have a strong Board of Trustees and enjoy a very good relationship with the Diocese.

The Trust-wide SEN and safeguarding strategy is fundamental to our future success; particularly when we work across a large geographical area. Our communities are built on supportive and loving relationships. As a Trust we aim to remove unhelpful and peripheral tasks from our schools, allowing them to focus relentlessly on their core purpose and ensure a first-class experience for all children. Our job as a Trust is to ease their burdens, not add to them.

If you already work in a Catholic school, then you will know they are very special places to be. Our faith is central to all we do. If you have never worked in a Catholic school, please don't be put off! An appreciation of the faith life of the Trust is important, but all are welcome here. You'll soon feel very much part of the family!

To find out more about our Trust and each school community, please go to our website: <https://www.boscocet.org.uk>



DON BOSCO

"It is not enough to love the young, they must know they are loved." St John Bosco, 1815-1888

St John Bosco founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them.

Don Bosco spoke about the need for children to be *'known and loved'*. The diocesan schools of Sussex chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 33 schools: 27 primary and 6 secondary.

As Head of Inclusion and Trust DSL, you'll play an important role in improving outcomes, knowing that first and foremost as leaders we are here to serve, not to be served. We are here to enable others and facilitate their success; doing whatever it takes to ensure that children get the very best possible deal from their education in any one of our Catholic schools.





OUR VALUES

THESE ARE OUR NON-NEGOTIABLES

Everyone who works within the Bosco Catholic Education signs up to these values; they are central to all we do and say. Our Trust is a Christ-centred family of Catholic schools, working together as one body to provide an outstanding education for all.

FAITH

Everything we do is rooted in Faith and lived out through Gospel values

HOPE

We are optimistic about the future and see the God-given potential in every individual. We never give up.

LOVE

We treat every person with loving kindness and always seek reconciliation when things go wrong.

SERVICE

We accept the mantle of leadership and recognise that our mission is to serve one another with humility.

INTEGRITY

We work hard for the greater good, strive for justice and always try to do the right thing.

EXCELLENCE

We are committed to challenging ourselves to offer first-class provision in all that we do.



CENTRAL TEAM STRUCTURE

CHIEF EXECUTIVE OFFICER

ETHOS

- Director of Mission

FINANCE

- Chief Finance Officer
- Finance Manager
- Finance Assistant

OPERATIONS

- PA to Executive Team
- Head of Estates
- Head of Health & Safety
- Head of IT

EDUCATION

- Director of Primary
- Director of Secondary
- English Lead
- Maths Lead
- EYFS Lead
- Head of Inclusion & DSL

MATHS HUB

- Maths Hub Leadership
- Maths Hub Team

JOB DESCRIPTION

POST TITLE: HEAD OF INCLUSION & TRUST DSL

Full-time (P/T, flexible and/or hybrid working considered)
Salary: Competitive and commensurate with experience

OVERALL PURPOSE OF THE POST

To lead outstanding inclusion practices, systems, frameworks and models that service the needs of pupils and promote educational excellence, character development and service to communities.

To improve educational outcomes for children with Special Educational Needs and attendance across the Trust.

To coordinate the work of Trust SENDCos and provide a point of support and advice.

To coordinate Designated Safeguarding Leads and provide a point of support and advice.

Lead and manage Trust-wide behaviour strategies and inclusive practice.

Coordinate external safeguarding reviews and oversee the implementation of action plans and interim reviews.

Promote teamwork and motivate staff to ensure effective working relationships

You will provide the Trust Board, Executive Officers and Headteachers with advice, guidance and, where appropriate, training. You will also ensure that Health & Safety, Safeguarding and other statutory regulations are in place and adhered to at all times.



JOB DESCRIPTION

CORPORATE ACCOUNTABILITIES

- Uphold a commitment to the Trust's Vision and Values, recognising and supporting the Catholic Ethos of our school communities.
- Maintain an awareness of, and commitment to, the Trust's Equality & Diversity policy and observe the standard of conduct which prevents discrimination from taking place.
- Commits to the safeguarding and promotion of the welfare of children, young people and adults.
- Fully complies with the Health & Safety at Work Act 1974, the Trust's Health & Safety Policy and all locally agreed safe methods of work.
- Participates in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with your line manager.
- Play a full part in the life of the Trust community, to encourage staff and learners across the Trust to follow this example.
- To perform any appropriate and reasonable duties within the context of the job, skills and grade at any site within the Trust as is asked of you by the CEO or CFO.





JOB DESCRIPTION

MAIN DUTIES

- Lead outstanding inclusion services, systems, frameworks and models that serve the needs of pupils and promote educational excellence, wellbeing and service to our communities.
- Lead, manage and develop our Trust's behaviour, attendance & exclusion, SEND, safeguarding and mental health provision and strategies.
- Coordinate relevant professionals and practitioners to ensure that resources are well-deployed across our Trust and are effective in their work.
- Promote and establish an integrated approach to inclusion within our Trust, ensuring the highest quality of care.
- Empower and enable Trust staff through training and support to lead on agreed strategies and promote a collaborative culture amongst our family of schools.
- Contribute to the development of the overall Trust strategy and associated policies.

TERMS OF EMPLOYMENT

- All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of relevant qualifications and successful completion of a 6-month probation period.

PERSON SPECIFICATION



Head of Inclusion & Trust DSL	Essential	Desirable
General Qualifications & Training		
Degree level qualification and QTS status.	•	
National Award for SENDCo	•	
Up-to-date Designated Safeguarding Lead training	•	
Masters Level qualification in a relevant discipline		•
Evidence of professional development in inclusion (e.g. NPQ in leading behaviour and culture; SENDCO NPQ)		•
Experience		
An outstanding track record of success (as measured by inclusion performance outcomes, relevant Ofsted judgements and safeguarding audits) as a Headteacher or Senior Leader.	•	
Experience of delivering effective support to school leaders in the areas of behaviour, attendance, SEND, safeguarding, exclusion and mental health, with a demonstrable impact on pupil outcomes and wellbeing.	•	
Experience of managing, supporting and coaching staff to deliver improved standards	•	
Experience of developing systems, frameworks, models and resources to support schools in delivering effective inclusion practice.	•	
Experience of resolving complex problems and situations and line managing effectively.	•	
Skills, Knowledge & Aptitudes		
The ability to work with outside agencies effectively to ensure that the needs of every child are met	•	
The ability, credibility and authority to earn the respect of school and service leaders. Able to think creatively, work to deadlines and adapt to changing conditions.	•	
The knowledge and skills required to be able to analyse a range of data and its implications for improving outcomes and wellbeing for vulnerable pupils, canvassing opinion and communicating proposed actions clearly and effectively to headteachers and senior leaders.	•	
A thorough and up-to-date knowledge of current educational policy and practice as it applies to inclusion and safeguarding.	•	
Knowledge and understanding of budget management and how to ensure appropriate use of limited resource.	•	

PERSON SPECIFICATION



Head of Inclusion & Trust DSL	Essential	Desirable
Personal Attributes		
Confident operating at Board level	•	
Highly effective in multi-tasking and personal organisation	•	
An analytical mind with strategic ability	•	
Outstanding communication and interpersonal skills	•	
Excellent leadership and management skills	•	
A team player	•	
Discrete when dealing with sensitive and / or confidential matters	•	
Other Requirements		
A pragmatic 'can-do' and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required	•	
Full driving licence and own transport, with willingness to attend different Bosco CET school sites	•	
<p>Bosco CET is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals.</p> <p>Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk).</p> <p>In line with KCSIE, social media checks will be undertaken.</p> <p>Satisfactory occupational health surveillance.</p>	•	



HOW TO APPLY

Please complete the CES application form with a supporting letter (maximum 2 sides of A4) addressing the following points to Alice Mackay at amackay@boscocet.org.uk

- Why you would like to be our Head of Inclusion & Trust DSL
- How your skills, experience and prior impact make you a good candidate.
- What you would bring to our Trust and how we can support your professional development.

Closing date: Monday 24th February, 2025

Shortlisting: Tuesday 25th February 2025

Interviews: TBC

If you would like to discuss your application or visit us prior to applying, please contact Dave Carter, CEO on dcarter@boscocet.org.uk or 01444 221770.