LEIGH
Academies Trust

Job Pack

Inclusion Advisor
Leigh Academies Trust

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our Careers Page.

Any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263

Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our **Vision 2030**, available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE

Your Role as Inclusion Advisor

As one of our two Inclusion Advisors, you will help lead the Trust's work on inclusion and SEND. You will join an existing Inclusion Advisor, so you will be part of a small team from day one, sharing ideas, expertise and the workload. Together, your job is to help every academy get it right for pupils with SEND, working alongside principals, senior leaders, SENCOs and subject leaders so that provision is strong, evidence-informed and in line with our IB programmes and the Ofsted framework.

Your work will take you right across LAT. You will support our two special academies, the specialist resource provisions in our mainstream primary and secondary academies, and pupils with EHCPs and SEN wherever they are in the Trust. Our Strood Head Office will be your base, but much of your week will be spent in academies, seeing provision first hand and working with the people who deliver it.

You will report to a member of the Trust Executive and sit within our wider central team of specialist advisors, each leading on a different area. Leaders will come to you and your fellow Inclusion Advisor for advice and challenge, and you will have the scope to shape inclusive practice at a scale few roles can offer.

What your work will look like

- Visiting academies to review SEND provision with leaders and agree clear next steps.
- Coaching SENCOs and teachers, and leading training on adaptive teaching and inclusive practice.
- Helping academies plan effective interventions and check they are making a difference.
- Analysing progress data for pupils with SEND to spot where extra support is needed.
- Shaping Trust-wide SEND policy and helping academies put it into practice.
- Working with external agencies and representing the Trust at external meetings.
- Supporting academies as they prepare for inspection.

Your own development

We will invest in your development too. You will have access to training throughout, and if you have ambitions for senior leadership in one of our academies, this role is a strong next step and we are well placed to help you get there.

Application Process

Naturally, we are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

On the basis that interested candidates will be keen to discuss the post prior to application, you can arrange a call by contacting Molly Allen (EA to Emma Elwin - Deputy CEO) at **molly.allen@latrust.org.uk**. Please ensure you offer Molly a range of dates when you are available in your initial email to ensure we can coordinate for both you and Emma Elwin.

To submit an application in full, please do so online via the following link:

Inclusion Advisor | Leigh Academies Trust

If you have any queries on any aspect of the application process or need additional information please contact Charlotte Herberts (Recruitment Advisor) on **01634 412 245** or **charlotte.herberts@latrust.org.uk**.

The academy is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check. Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

Closing date for applications	Sunday 6th December 2026
Shortlisting date	Monday 7th December 2026
Interviews and assessment activities	Friday 11th December 2026

Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: **latcareers.org.uk/benefits**

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

Job Description

Job Title: Inclusion Advisor
Reports to: Academies Director
Location: Leigh Academies Trust

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

To provide expert guidance and support in the development, implementation, and evaluation of inclusive practice that meet the specific needs of SEND pupils across the Trust. The Inclusion Advisor will work collaboratively with academy leadership, teachers, and SEND teams to ensure that all pupils, regardless of their SEND, have access to high-quality learning experiences that enable them to achieve their full potential.

Key Responsibilities:

Teacher Training and Support:

- Deliver training and professional development sessions on effective teaching strategies for SEND pupils.
- Develop and maintain resources and materials to support teachers in delivering inclusive and adapted lessons (in the moment and planned).
- Provide individual support and coaching to teachers to enhance their understanding and implementation of inclusive practices.

Curriculum Implementation Advice and Guidance:

- Work closely with academy leaders and SEND teams to develop, adapt, and implement inclusive practice that meet the diverse needs of SEND pupils.
- Provide guidance and support on curriculum differentiation, adaptive and personalised learning when appropriate, and the use of assistive technology.
- Ensure that curricula are aligned with national SEND legislation and best practices.

Assessment and Evaluation:

- Develop and implement assessment strategies that accurately measure the progress and achievements of SEND pupils.
- Analyse assessment data to identify areas for improvement and inform curriculum adjustments.
- Support academies in implementing effective interventions and support programs for SEND pupils.

Policy and Procedure Development:

- Contribute to the development and review of Trust-wide SEND policies and procedures.
- Ensure that policies and procedures are aligned with current legislation and best practices.
- Provide guidance to academies on the implementation and compliance with SEND policies.

Collaboration and Partnership:

- Supporting the implementation of a Trust Outreach offer and thereafter maintaining the Trust offer.
- Build strong relationships with academy leaders, teachers, SEND teams, and external agencies.
- Collaborate with other departments within the Trust to ensure a coordinated approach to supporting SEND pupils.
- Represent the Trust at external meetings and conferences.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the **Keeping Children Safe in Education document (Department of Education)**.

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Inclusion Advisor, we would expect candidates to demonstrate:

Education & qualifications

Essential

- Qualified Teacher Status, including relevant degree.
- Evidence of appropriate professional development.
- Willingness to continue professional development.

Desirable

- NPQSL/NPQML or equivalent.
- Postgraduate qualification in SEND education.

Knowledge & understanding

Essential

- Ability to use comparative data, benchmarking and target setting data.
- Ability to effectively evaluate and plan for improvement.
- Knowledge of effective teaching, learning and assessment methods.
- Understanding of effective leadership.
- Highly developed knowledge of relevant curriculum frameworks (inc. IB) and best-practice approaches to curriculum delivery.
- Strong understanding of the national curriculum and SEND legislation.
- Knowledge of assistive technology and other strategies to support SEND pupils.

Desirable

- Knowledge of new technologies and use of a learning platform to support learning and teaching.

Experience

Essential

- Specialist knowledge and experience in SEND education.
- Experience of management of curriculum development or a Key Stage.
- Clear evidence of leading a team to accelerate progress.

Desirable

- Existing senior leader within a relevant setting.
- Experience in leading or managing SEND teams.
- Knowledge of research-based evidence in SEND education.

Skills & Attributes

Essential

- Effective manager
- Outstanding classroom performer
- Strategic vision for raising standards
- Ability to manage change effectively

- Ability to develop effective relationships and teams
- Strong communication skills
- Excellent organisational skills
- Willingness to contribute to the leadership of academies as required
- Ability to prioritise, meet deadlines and work under pressure

Teaching & Learning

Essential

- Excellent classroom practice
- Development of a range of teaching methods
- Experience of raising academic standards
- Experience of monitoring classroom performance
- Evidence of the impact of coaching/support for individuals

Motivation & personality

Essential

- Positive and optimistic
- Sense of accountability
- Good sense of humour
- A constant drive for improvement
- Ability to motivate colleagues and students
- Excellent attendance record

Desirable

- Able to work in a professional manner as part of a team

Additional requirements

Essential

- Deep understanding of current educational issues

Desirable

- Flexibility
- Willingness to contribute towards the wider ethos of the Trust
- Support senior leadership team as necessary in ensuring the effective running of academies

Your Application

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by clicking here.

A member of the Recruitment Team will be in touch to help find the right role for you!

