

## **JOB DESCRIPTION**

**Job Title:** Trust Head of Inclusion

**Reports to:** Chief Executive Officer / Executive Team

**Grade:** Executive Leadership Scale L14-L18

**Location:** Trust Central Office (with travel to academies)

### **Core Purpose**

As a member of the senior Trust Executive Team, the Head of Inclusion is responsible for the vision, strategy, and performance of inclusion across the Trust. The role ensures that students from disadvantaged backgrounds or with additional needs receive the highest quality of education and support to reach their full potential.

### **Key Responsibilities**

#### **1. Strategic Leadership**

- Lead the design, development, and implementation of the Trust-wide Inclusion and Disadvantage strategy.
- Directly advise the CEO and Executive Team on the impact of Trust strategies regarding SEND, Pupil Premium, and FSM.
- Establish mechanisms and metrics to assess the progress, delivery, and success of inclusion programmes across all Trust schools.

#### **2. Operational Excellence & School Support**

- Provide strategic leadership and professional challenge to SENDCOs and Inclusion Leads within individual academies.
- Work closely with school-based Senior Leadership Teams (SLT) to ensure inclusion is a core priority in school improvement plans.
- Identify and share best practices across the Trust to ensure a consistent, high-quality approach to removing barriers to learning.

#### **3. Championing Disadvantaged Students**

- Oversee the strategic use of Pupil Premium and other inclusion-related funding to ensure maximum impact on student outcomes.
- Develop innovative programmes specifically tailored for students with lower starting points to accelerate their progress.
- Monitor the quality of provision for students with SEND to ensure statutory compliance and excellence in classroom practice.

#### **4. Community & Impact**

- Represent the Trust at a senior level with external partners, local authorities, and community stakeholders.

- Ensure the Trust's inclusion work has a positive, measurable impact on the wider community we serve.
- Drive the Trust's reputation as a leader in inclusive education and social mobility.

**Safeguarding & Equal Opportunities** *East Midlands Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. East Midlands Education Trust is an equal opportunities employer and welcomes applications from all backgrounds and from candidates with disabilities.*

## Person Specification

This person specification outlines the key qualifications, experience, knowledge, and skills required for this executive role. Items are categorised as **Essential (E)** or **Desirable (D)**.

### Qualifications and Professional Development

- **Degree:** Good honours degree or equivalent standard (E).
- **Teaching Qualification:** Qualified Teacher Status (QTS) or relevant equivalent (E).
- **Leadership Qualification:** National Professional Qualification for Senior Leadership (NPQSL), Headship (NPQH), or Executive Leadership (NPQEL) (D).
- **Safeguarding:** Advanced, up-to-date Designated Safeguarding Lead (DSL) training (E).
- **SEND Qualification:** National Award for SEN Co-ordination (NASENCO) (D).

### Experience

- **Executive Leadership:** Successful track record as a Headteacher, Executive Head, or trust-level central leader (E).
- **Ofsted Success:** Successful experience of the current Ofsted framework and knowledge of the changes particularly relating to safeguarding, inclusion and attainment (E).
- **Strategic Safeguarding:** Experience managing complex safeguarding caseloads and conducting multi-academy compliance audits (E).
- **Closing the Gap:** Measurable impact in accelerating progress for SEND, Pupil Premium, and FSM students (E).
- **Systemic Change:** Experience designing and implementing trust-wide or local authority-wide quality assurance frameworks (E).
- **Teaching** Experience of working in a high performing school is essential (E) and ideally have experience of teaching in a core academic subject (D).

### Knowledge and Understanding

- **Statutory Frameworks:** Expert knowledge of Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children, and the SEND Code of Practice (E).
- **Inspection Framework:** Deep understanding of the Ofsted Education Inspection Framework (EIF), specifically regarding Personal Development, Behaviour and Attitudes, and Leadership (E).

- **Alternative Provision:** Comprehensive knowledge of high-quality Alternative Provision models and commission practices (E).
- **Funding Compliance:** Detailed understanding of Pupil Premium funding regulations and strict Single Central Record (SCR) statutory compliance (E).

### **Skills and Abilities**

- **Data Synthesis:** Ability to analyse complex data to identify underperformance trends and implement immediate corporate interventions (E).
- **Executive Communication:** Exceptional communication skills to present rigorous reports to the CEO and Board of Trustees (E).
- **People Leadership:** Proven ability to command respect, challenge underperformance constructively, and coach school leaders (E).
- **Project Management:** Highly organised with the capacity to manage competing multi-site priorities under pressure (E).

### **Personal Attributes**

- **Vigilance:** Unwavering commitment to a proactive culture of pupil safety, care, and absolute compliance (E).
- **Resilience:** Strong emotional resilience and professional gravitas required to operate effectively at an executive board level (E).
- **Equity Focus:** Passionate advocate for social mobility, inclusivity, and closing the disadvantage gap (E).
- **Mobility:** Ability to travel regularly across all East Midlands Education Trust academies (E).