



Trust Inclusion Lead

September 2025



Role

Job Title	Trust Inclusion Lead – seconded to St Bernard’s Catholic High School in Barrow for the first 12 months
Contract	Permanent
Salary Range	Salary Range L16 – L19
Reporting to	Director of School Improvement and Development (For the first year, the Headteacher of St Bernard’s Catholic High School, Barrow)
Purpose	<p>The Inclusion Lead will play a central role in ensuring that all children, particularly the most vulnerable, receive the support and opportunities they need to thrive.</p> <p>This is a new role in our Trust, initially school-based with responsibility for strategic and operational leadership of inclusion.</p> <p>From appointment, this postholder will be seconded to St Bernard’s Catholic High School, Barrow and from September 2026 will join the Trust School Improvement team to support the Director of School Improvement and Development in her Trust work.</p> <p>At St Bernard’s, the post holder will lead on inclusion and SEND at school level (including some wider Mater Christi Trust work), working closely with the senior leadership team to improve provision, attendance, behaviour, and outcomes for those with special educational needs and/or disabilities (SEND), and pupils with English as an Additional Language (EAL), disadvantaged pupils and other barriers to school.</p> <p>The Trust Lead for Inclusion will, with the school improvement team, support the quality assurance of schools and develop CPD opportunities to enhance the quality of provision for children in our schools.</p> <p>This role will prepare schools and support leaders through internal quality assurance processes and external scrutiny.</p>



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Welcome from our Chief Executive, Jacky Kennedy

Dear Candidate,

Thank you for your interest in the role of Trust Inclusion Lead in the Mater Christi Trust.

The Mater Christi Catholic Multi Academy Trust was established in September 2021, in the Diocese of Lancaster. The Trust currently consists of sixteen schools, two secondary schools and fourteen primary schools across North Lancashire and Cumbria. We have schools with different priorities, different challenges and different strengths. In line with the Bishop's vision for schools across the Diocese of Lancaster, the Trust is growing across Cumbria and North Lancashire (up to 30 primary schools and 5 secondary schools in total).

The postholder will be on secondment to St Bernard's Catholic High School in Barrow for the first year after appointment. Our current growth plan allows us to appoint a Trust Inclusion Leader to our Central Team in 2026, after a year's placement at St Bernard's. This post holder will, in future, join our School Improvement Team led by our Director of School Improvement and Development, but whilst on secondment to St Bernard's will report to the Headteacher. The recruitment process for this post has been timed for now, to support St Bernard's for the first 12 months and then join the Trust school improvement team at the end of this placement. This post will enable the Trust to support the most vulnerable students in one of our secondary schools before implementing a Trust wide strategy in others.

The Mater Christi Trust has two offices. One in Ulverston and one in Carlisle, but the team also meet in our schools to ensure we have a presence across our patch.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in Catholic education, and who are working to improve the life chances of our children and young people. This post holder will develop the Mater Christi offer and, when working with the Trust team, provide support, challenge and provide training to our schools as well as reporting on standards and impact to Directors.

The Trust values are lived out through our partnership working as one family of schools. Even though we work together we maintain and celebrate the uniqueness of each individual school and the community it serves. We have a clear Mater Christi Vision of Loving Together, Living Together and Excellence Together. In our Trust, we are dedicated to providing a high-quality education so that all of our pupils thrive and succeed. The role of the Trust Lead for Inclusion is crucial to supporting our schools to achieve excellence.

We welcome leaders who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

We look forward to meeting with any prospective candidates and extend a warm welcome to you to visit our Trust and find out more about the role and the difference you can make to our pupils' education.



If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you for this vital role as we continue to grow.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jacky Kennedy'.

Jacky Kennedy
Chief Executive Officer



The current Trust schools are:

- Dean Gibson R.C Primary School, Kendal
- Our Lady and St Patrick's Catholic Primary School, Maryport
- Our Lady of Lourdes Catholic Primary School, Carnforth
- Our Lady of the Rosary Catholic Primary School, Dalton
- Sacred Heart Catholic Primary School, Barrow-in-Furness
- St Bernard's Catholic High School, Barrow-in-Furness
- St Catherine's Catholic Primary School, Penrith
- St Cuthbert's Catholic Primary School, Carlisle
- St Cuthbert's Catholic Primary School, Wigton
- St Cuthbert's Catholic Primary School, Windermere
- St Gregory's Catholic Primary School, Workington
- St Joseph's Catholic Primary School, Lancaster
- St Joseph's Catholic High School, Workington
- St Mary's Catholic Primary School, Ulverston
- St Margaret Mary Catholic Primary School, Carlisle
- St Pius X Catholic Primary School, Barrow

Our Values



**Loving
Together**



**Learning
Together**



**Excellence
Together**



The provisions in this job description support the delegation of duties where relevant and suitable to pay scale and following discussion with the CEO/Directors.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust.

Key Responsibilities – this job description will be reviewed after the first 12 months.

Strategic and Operational Leadership – Trust and St Bernard's

- Support the teaching and learning lead to ensure that Quality First Teaching, adaptive and inclusive practices are implemented effectively across all subject areas
- Develop and deliver a whole school (and subsequently a Trust) approach to inclusion that raises the aspirations, attainment and wellbeing of all pupils, particularly those who have SEND, are disadvantaged or vulnerable.
- Champion the needs of pupils eligible for the Pupil Premium and ensure funding is used effectively to remove barriers to learning.
- Lead on Trust / school-based poverty-proofing initiatives to ensure all children can access the full curriculum and enrichment offer.
- Work closely with the SENDCos to develop, implement and monitor the SEND strategy. This will include line management and mentoring of the SENDCo and support staff whilst at St Bernard's and in leading our SENDCo group across the Trust.
- Working with our Trust Attendance Lead and school leaders to drive improvements in attendance at St Bernard's, working with pastoral leads and external agencies to reduce persistent absence and re-engage non-attenders and the severely absent.
- Oversee provision for pupils with EAL at St Bernard's, ensuring effective assessment, support and inclusion in the curriculum.
- Monitor the progress of vulnerable groups at St Bernard's and ensure interventions are in place to narrow attainment gaps.
- Monitor the use of alternative provision across the Trust.
- Have oversight of the Trust's vulnerable list of students to ensure numbers in each category are reducing and all have actions.

Pupil Wellbeing at St Bernard's

- Oversee pupil wellbeing provision, including mental health support and counselling services.
- Ensure the school is working collaboratively with families and outside agencies to ensure pupils are safe and supported.
- Implement and act on a calendar of regular, insightful pupil voice.

Leadership and Collaboration at St Bernard's

- Lead and chair the school's Inclusion Team.
- Coordinate and lead the Trust's Inclusion cluster meetings to share best practice and strengthen collaboration across schools.
- Support the professional development of staff on inclusive practice and behaviour through training and coaching.



- Participate in Trust-led CPD and quality assurance as required, feeding back school-level insight to inform Trust-wide strategy.

Monitoring and Evaluation at St Bernard's

- Track and analyse data relating to inclusion (e.g. attendance, behaviour, exclusions, progress of vulnerable groups).
- Report regularly to the Headteacher and Governing Body on impact, challenges and priorities.
- Contribute to the school self-evaluation process and inclusion development plans.

General

- Promote a culture of high expectations and mutual respect across the school community.
- Comply with all school and Trust policies, including those relating to safeguarding, equality and diversity, and health and safety.
- Undertake other duties as required by the Headteacher in line with the scope and grading of the post.

This job description will be reviewed annually to reflect the development of the role and the needs of the school.



Person Specification

a. Qualifications	D	E
Qualified Teacher Status		E
SENDCO Qualification		E
NPQH, Masters or further professional qualifications such as NLE in school leadership or other relevant area of educational leadership.	D	
b. Experience		
Successful Experience as a senior leader. SENCo, deputy Head, or Headteacher in either secondary or primary.		E
Successful experience of leading training for teachers and support staff.		E
Successful teaching experience within the age range served by the Trust		E
c. Strategic Direction and Development		
Ability to provide clear educational/organisational vision and direction and lead by example.		E
Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.		E
Ability to work in partnership with others including DfE, RSC, Ofsted, Governors or Directors, Trust central team and schools.		E
Evidence of introducing effective strategies for improvement – working strategically at scale		E
Knowledge of current inclusion, SEND and safeguarding/educational developments		E
Knowledge of statutory requirements in education policy		E
Experience of leading, coaching and developing staff		E
Ability to lead, manage and inspire		E
Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals		E
Ability to consult and negotiate effectively with different stakeholders involved with the Trust, including pupils		E
d. Standards in the Trust		
Ability to analyse and use data on pupil progress and performance to raise standards, using appropriate systems.		E
e. Teaching and Learning		
Understanding of the principles of effective teaching and learning and the ability to support and develop teaching across the Trust.		E
Understanding of the principles of how to engage children through an exciting and stimulating broad curriculum.		E
Understanding of the principles of curriculum innovation and suitable models relevant to the context of the school.		E
Understanding of the role and impact of assessment in learning.		E



f. Ethos and Inclusion		
Ability to support others in creating and maintaining an environment which promotes high standards of behaviour and learning and celebrates success.		E
Ability to create a highly professional culture within the Trust to support open dialogue, honesty and professional trust.		E
Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion.		E
g. Relationships within the Trust		
Successful experience of creating and maintaining effective partnerships with parents, schools and staff and the community to enhance pupil's learning.		E
h. Suitability to work with children.		
Ability to form and maintain appropriate professional relationships with children and young people.		E
Suitable Enhanced DBS check.		E
Experience of working with challenging pupil behaviours		E
i. Skills		
Demonstrates high level communication and IT skills.		E
Demonstrates the ability to plan strategically.		E
Demonstrates the ability to make decisions based on an intelligent assessment of risk and benefits.		E
j. Attributes		
Has personal integrity and commitment to the principles of public life		E
Respects confidentiality.		E
Can manage and make decisions independently.		E
Is calm and resilient under pressure.		E



Safeguarding

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'.

In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Safer Recruitment Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

All applicants are scrutinised to verify identity and are asked to provide evidence of academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates.

As a minimum, references should be from the two most recent employers and a Parish Priest, if applicable.

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses.

The application form requires applicants to complete a disclosure of any criminal convictions.

Shortlisting

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process.

Candidates will be asked to address any discrepancies, anomalies or gaps in their employment history on their application form.

Candidates are subject to DBS checks and will be reminded of their responsibility to disclose criminal convictions that if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview. On appointment an enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out.

A fitness to work declaration will be required following appointment.

Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out.



For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Equal Opportunities

We recognise the value of, and seek to achieve, a diverse workforce. We take positive steps to create an employment culture in which people feel confident of being treated with fairness.

How to apply

Application forms are available from the Trust website [Vacancies | Mater Christi Trust](#)

Please ensure you include your supporting statement.

Prior to applying: If you are unclear about any aspect of the application process or you would like any additional information about the role, then please contact Angela Williams by email Angela.Williams@materchristi.com.

Applications must be received by Friday 16th May 2025 at noon.

Shortlisting Monday 19th May 2025

Interviews Thursday 22nd May 2025

Interviews will be held over one day and shortlisted candidates will be contacted with details of the interview process.

In compliance with Safer Recruitment Guidelines, C.Vs will not be accepted.