



# **Blessed Holy Family Catholic Academy Trust**

*'Amor, ministerium et fidem'*

**Christ at our centre, inspiring our pursuit of excellence**



**Appointment of Inclusion Trust Officer**

**September 2026**

**Information for Applicants**



# Blessed Holy Family

## Catholic Academy Trust

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Summer 2026

Dear Candidate,

Thank you for your interest in the post of Trust Inclusion Officer. This is a new post in our Trust and an exciting opportunity to support our schools in their work to meet the needs of all.

The Trust Board seek to appoint a committed individual who is highly motivated and an independent worker. They will have the experience, ability and ambition to support schools to further develop their high standards and inclusive practices. We are looking to appoint a team player who can enrich the development of our Trust as a centre of excellence in Catholic education serving the families of Harrow and neighbouring boroughs

The successful candidate will be based at the Blessed Holy Family Trust offices but will also work on a daily basis in each school across our Trust. Therefore, flexibility and careful time management are key requirements for the role.

The application pack contains a detailed job description, person specification for the post and application forms. All queries should be emailed to our HR Officer Roisin Boyer at [HR@blessedhollyfamily.co.uk](mailto:HR@blessedhollyfamily.co.uk)

Further details about our school communities can be found via our trust website at [www.blessedhollyfamily.co.uk](http://www.blessedhollyfamily.co.uk). If you wish to further discuss the post then please contact Geraldine Higgins, the CEO of the Trust on 020 8863 9922 ext option 3 or email [CEO@blessedhollyfamily.co.uk](mailto:CEO@blessedhollyfamily.co.uk)

The closing date for applications is 1pm on the 16<sup>th</sup> June 2026.  
Interviews are planned for the 22<sup>nd</sup> June 2026.

We look forward to hearing from you.

Yours sincerely,



Chair, Blessed Holy Family Catholic Academy Trust



## **The Blessed Holy Family Catholic Academy Trust**

### **Introduction**

The Blessed Holy Family Catholic Academy Trust was founded in May of 2019. It built upon the collegiality that existed across our family of schools. It was a result of the vision shown by our Headteachers and governing bodies to secure thriving Catholic schools for today and for the future. The founding schools were St George's, alongside St John Fisher Catholic Primary Catholic Primary School, St Joseph's Catholic Primary school and The Sacred Heart

Language College, an 11-16 Girls' secondary school. All of the schools are located in the London Borough of Harrow.

Our aim is to provide a seamless quality Catholic education from nursery through to sixth form. We work closely together to fulfil this aim across whilst continuing to be full and active members of our broader Catholic community and the wider educational community.

### **Our shared mission**

Our vision and mission were drawn from the ideas of our school communities. We felt there was a huge strength in partnership working to enrich the work of each school whilst also recognising the need to collaborate for the broader common good.

Our mission is simply to be examples of **LOVE** across our Catholic family of schools. Our emphasis is on:

Learning and Living that we provide a rich experience of learning helping all to grow and thrive, living life to the full as God has called us to do.

Openness that we are open to new ideas and experiences confident in God's love for us.

Vocation that we respond to our calling to create a climate where all are enabled to grow.

Excellence we collaborate to create a community where all are supported to develop their God given gifts and talents in their search for excellence.

### **Spirit of collaboration**

This shared call to action provides us with a clear focus and direction. Our work across all partner schools is:

- Enhancing the Catholic life of our schools, providing all with a deeper understanding of their Faith and a real commitment to the Common Good.
- Providing financial stability so we can continue to innovate and offer a first-class education to all who we serve.
- Securing academic excellence for all young people, where all are challenged and supported to make outstanding progress whatever their starting point.

In short, it is valuing that we are not alone in the tasks of leading a school but that we have the support of others in delivering a high-class, quality Catholic education.

## **Our schools**

All of our schools are dynamic learning communities, blessed with a high-quality staff who respond to the call to service. All of our schools are judged to be good and outstanding in Ofsted inspections and outstanding in all areas in their Catholic inspection.

Our school leaders are highly skilled Headteachers who are responsible for the success of their own school community. They offer support to one another to enable every child to be the success that God called them to be. They are committed to their own professional development and to supporting the development of their own staff. They are outward looking, mindful of the need to lead their community now but to also secure the success of the school for the future.

## **Inclusion**

We are committed to ensuring that all are enabled to grow and flourish in a safe and secure learning environment. All are welcome within our schools, whatever their needs. To ensure this vision can be fulfilled our schools actively undertake training to be proactive and responsive to the changing needs of pupils.

All our schools have highly qualified and outstanding SENCOs. Ongoing liaison with external agencies is part of their work in ensuring that all children receive their full entitlement to support. The number of EHCPs across the trust has grown. However, the number of identified needs without an EHCP has also grown considerably, placing the onus on schools to review and allocate their resources to ensure that these children's needs are met.



Geraldine Higgins

CEO



## Blessed Holy Family Catholic Academy Trust

# Trust Inclusion Officer

### Job details

**Salary:** Main scale plus TLR 2b

**Hours:** 3 days a week

**Contract type:** Fixed term for one year

**Reporting to:** CEO

**Working Base:** Rotation around all schools in the Trust with some Trust based office work

### Main purpose

### Duties and responsibilities

#### Working with pupils

- Identify strategies to help overcome individual pupils' barriers to learning
- Support pupils with targeted intervention in group or individual sessions
- Support pupils with aspects of occupational therapy whilst waiting on the availability of external agencies.

#### Working with staff

- Liaise with the senior leaders across all schools and SENCOs to devise a project programme to support the inclusion of all pupils in the mainstream setting
- Offer training to year group, departmental or whole staff on aspects of inclusive practices as identified by the school.
- Undertake supportive observations to identify need and make suggestions for inclusive practices and providing support in response to identified training needs.

#### Working with parents/carers and external agencies

- Provide workshops for parents on how best to support their child's needs to ensure full integration to the classroom
- Support Senior Leaders and SENCOs in meetings with parents where there is an identified learning need

- Maintain regular contact with identified parents/carers to discuss their child's progress, behaviour and attendance if asked to by school leaders
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs and share with school staff

### **Administration**

- Maintain accurate records of interventions and relevant meetings
- Liaise with each school to facilitate the transfer of relevant pupil information inside and outside the school
- Support the schools in the completion of relevant paperwork required by external agencies

### **Other areas of responsibility Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the safeguarding and child protection policies in place across our schools
- Promote the safeguarding of all pupils in the school
- Undertake all safeguarding training and keep up to date with any changes

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree and qualified teaching status</li> <li>• Evidence of further training in special educational needs</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health)</li> <li>• Experience supporting and working with parents of young people with additional needs</li> <li>• Experience planning and delivering targeted interventions</li> <li>• Experience working with colleagues and external stakeholders (e.g. from external agencies)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good listening skills</li> <li>• Effective written and verbal communication skills</li> <li>• Knowledge of the barriers to learning that pupils may face</li> <li>• Tailoring plans and interventions to individual pupils</li> <li>• Able to use IT systems and to conduct analysis and produce reports</li> <li>• Able to create good relationships with children, staff, parents and external agencies</li> <li>• Knowledge of available support services in the local area</li> <li>• Safeguarding of children and young people</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Patient and calm</li> <li>• Wants to provide the best possible opportunities for all pupils</li> <li>• Organised, good time management, proactive and self-motivated</li> <li>• Upholds and promotes the ethos and values of the Trust and each school within it</li> <li>• Strong interpersonal skills and the ability to work with different school settings.</li> <li>• Able to work under pressure and prioritise effectively</li> <li>• Maintains confidentiality at all times</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> </ul>