

# MAKE AN IMPACT THAT WILL LAST A LIFETIME.

Join our team.

## Recruitment Pack

Trust Inclusion Coordinator

# Inclusion Coordinator

## - Areté Learning Trust

Areté Learning Trust has an exciting opportunity to appoint a Trust Inclusion Coordinator to support and strengthen inclusive practice across our schools in North Yorkshire and Redcar & Cleveland.

This school-facing, developmental role will suit a recent graduate considering a future career in teaching, SEND, educational psychology or wider educational support, or an experienced HLTA or inclusion practitioner looking to broaden their impact, gain Trust-level experience and further their career.

Working closely with SENCOs and pastoral and inclusion teams, you will gain valuable experience of graduated approaches to support (Assess-Plan-Do-Review), evidence-based interventions, multi-school collaboration and data-informed decision-making.

As part of the central School Support Services team, you will work across our Trust to support consistent,

high-quality inclusive provision, helping school leaders to create environments where every learner can thrive. The role is based at our Trust Head Office at Stokesley School, with flexibility to work across Trust sites or from home where appropriate.

If you are ready for the next step in your career and you feel that your skill set makes you a good fit for this very exciting opportunity, then we look forward to receiving your application.

If you would like an informal conversation about the role, we are offering the opportunity to speak with our Trust Inclusion, SEND and Safeguarding Lead on Tuesday 19th May; please contact Beth Reilly, Exec PA, via email at [breilly@arete.uk](mailto:breilly@arete.uk) to arrange a suitable time.

## A Message from the CEO

Thank you for your interest in the Trust Inclusion Coordinator position at Areté Learning Trust.

At Areté, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in our mission.

We are a values driven trust and bring this to life every day through our commitment to excellence, equity and integrity. We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential through 'Striving for Excellence'.

To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our schools align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally.

We aim to instil a passion for lifelong learning and continual improvement among our schools, staff and students, empowering them to pursue their aspirations and ambitions.

Our goal is to create a family of schools that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining Areté Learning Trust.



**Mark McCandless**

**Chief Executive Officer, Areté Learning Trust**



# About the Trust

**Areté Learning Trust** currently has 11 schools and educates over 7,000 young people in and around North Yorkshire from ages 2-18. Our learners are at the heart of everything we do.

At Arété Learning Trust we work together and collaborate to ensure that all of our learners and our staff team have the chance to reach their potential.

## **Our Trust is committed to promoting:**

- Health, happiness and wellbeing
- A safe, disciplined and supportive environment
- A love of learning through a passionate and committed approach
- High standards and expectations
- Integrity, kindness and good manners
- Respect for individuality and difference
- Collaborative working to secure excellence

To realise our aspiration for every child to be the best they can be, we need to ensure that as a Trust we are **'Striving for Excellence'**.

# Why work for us?

We want everyone who works within ALT to feel valued and see how their work fits into the bigger picture.

We seek employees who are prepared to take personal responsibility and constantly challenge the norm to improve performance.

In return, we are committed to providing an empowering and supportive learning environment for all staff.

## **Areté Learning Trust is committed to being the 'Employer of Choice'.**

Essentially this means that we want our schools and our central team to be great places to work. We want our staff development opportunities to be first class and we want to enable staff who are ambitious to grow their careers with us. To give our learners the best education and opportunities we are committed to recruiting and retaining the very best people in all areas of our organisation.

Regardless of role, we seek staff who:

- Have high expectations of themselves and the people they work with.
- Are committed to our Trust values.
- Show initiative and are responsive to change.
- Have strong interpersonal skills with the ability to inspire and motivate others.
- Are creative in their approach to problem solving.
- Are able to influence effectively, whatever their role.
- Are team players.

# About the Role

<b>Job Title</b>	Trust Inclusion Coordinator
<b>Start Date</b>	September 2026
<b>Contract</b>	37 Hours Per Week, Term Time Only
<b>Salary</b>	Grade F SCP 9-13 (FTE £27,254 - £29,064)

We are looking to recruit an outstanding **Trust Inclusion Coordinator** to support inclusive practice across our schools, working closely with the Trust Inclusion, SEND and Safeguarding Lead.

This is a school-facing, developmental role that would suit a recent graduate considering a future career in teaching, SEND, educational psychology or wider educational support, or an experienced HLTA or inclusion practitioner looking to broaden their impact, gain Trust-level experience, and progress their career.

You will work closely with SENCOs and pastoral and inclusion teams, gaining valuable experience in graduated approaches to support (Assess–Plan–Do–Review), evidence-based interventions, multi-school collaboration, and data-informed decision-making.

We are looking for someone organised, reflective and committed to inclusion, with experience of supporting children or young people with additional needs and a desire to develop professionally within a Trust context.

If you have the desire to make a difference to the lives of young people then we would love to hear from you.

We are committed to providing an empowering and supportive learning environment for all staff where they can develop as exemplary professionals. In addition we offer recognition of previous service with other schools, academies and local government, CPD, training courses and webinars, expenses and travel costs in addition to a full range of employee benefits.

The closing date for applications is **Monday 1<sup>st</sup> June 2026 at 12pm.**

Interviews will take place **on Thursday 4th June 2026.**

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education Arété Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Arété Learning Trust might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

# Job Description

<b>Job Title</b>	Trust Inclusion Coordinator
<b>Grade</b>	Grade F SCP 9-13 (FTE £27,254 - £29,064)
<b>Responsible to</b>	Trust Inclusion, SEND & Safeguarding Lead
<b>Contract</b>	37 Hours Per Week, Term Time Only
<b>Job Purpose</b>	<p>Under the direction of the Trust Inclusion, SEND and Safeguarding Lead, the Trust Inclusion Coordinator will support the operational delivery, oversight and evaluation of the Trust's Top Tier Panel and school-based interventions.</p> <p>The role is school-facing and focuses on coordinating referrals, supporting implementation of agreed strategies and interventions, and working with Trust leaders to evaluate impact. The post holder will contribute to consistent, high-quality inclusive practice across the Trust, supporting improved attendance, engagement and outcomes for pupils with SEND and additional needs.</p>
<b>Key Responsibilities</b>	
	<p>1) Top Tier Panel Coordination and Support</p> <ul style="list-style-type: none"> <li>• Support the coordination and effective operation of the Top Tier Panel, including day-to-day processes.</li> <li>• Manage and quality-assure referrals, ensuring submissions are timely, evidence-based and aligned with the Trust's graduated approach.</li> <li>• Act as a key link between schools and the Panel, ensuring advice and agreed actions are clearly communicated and implemented.</li> <li>• Work with schools to support the implementation of the Top Tier Panel recommendations, interventions and reasonable adjustments.</li> </ul> <p>2) Intervention Oversight</p> <ul style="list-style-type: none"> <li>• Maintain oversight of Foundational knowledge and SEND-related interventions across Trust schools.</li> <li>• Support the collection and analysis of impact data at school and Trust level.</li> <li>• Contribute to identifying effective interventions, areas for development and Trust-wide priorities.</li> </ul>
<b>Accountability &amp; Working Relationships</b>	<ul style="list-style-type: none"> <li>• Line managed by the Trust Inclusion, SEND and Safeguarding Lead.</li> <li>• Works closely with SENCOs, pastoral and inclusion staff and business support.</li> <li>• Contributes to the effective functioning of the Top Tier Panel through clear communication and consistent follow-up with schools and Trust teams.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• The post holder will uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people, in line with Keeping Children Safe in Education and Ofsted expectations. The role requires an understanding of safeguarding responsibilities, professional boundaries and the needs of vulnerable pupils.</li> </ul>

# Person Specification

Trust Inclusion Coordinator		
Knowledge & Understanding	Essential	Desirable
Understanding of the needs of children and young people with SEND including the impact on behaviour, attendance and engagement.	X	
Working knowledge of a graduated approach to support (Assess–Plan–Do–Review) and inclusive practice.	X	
Understanding of how targeted intervention can reduce suspensions, exclusions and persistent absence.	X	
Awareness of the role and purpose of multi-disciplinary or panel based decision-making.		X
Experience	Essential	Desirable
Experience of working with children or young people with additional needs	X	
Experience of working collaboratively with school staff, such as SENCOs, pastoral staff, behaviour or attendance leads.	X	
Experience of using data to review and evaluate impact	X	
Experience of report writing	X	
Experience of supporting referral processes or coordinated support pathways		X
Experience of working across more than one school or setting		X
Experience of working alongside external or specialist professionals		X
Skills & Abilities	Essential	Desirable
Strong organisational skills	X	
Ability to communicate clearly and professionally with a range of stakeholders	X	
Ability to work effectively under direction while managing own workload independently.	X	
Driving license and ability to travel to different schools across the Trust	X	
Confidence in supporting change and consistency of practice across settings		X
Personal Qualities	Essential	Desirable
Commitment to inclusion, equity and improving outcomes for vulnerable learners	X	
Professional curiosity and willingness to reflect, learn and adapt practice	X	
Proactive, solution-focused approach with high levels of integrity and discretion	X	
Resilience and ability to remain calm and professional when working within complex situations.	X	

Qualifications & Training	Essential	Desirable
GCSEs (or equivalent) in English and Mathematics at Grade 5/C or above	X	
A Level 3 or above qualification demonstrating numeracy and analytical skills	X	
Relevant qualification or training relating to supporting students with SEND	X	

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.**

The successful applicant will be subject to relevant vetting, health and reference checks, including online checks and a satisfactory enhanced disclosure before an offer of appointment is confirmed. *If you have not been contacted within one week of the closing date, please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*