



St Cuthbert's

ROMAN CATHOLIC ACADEMY TRUST

JOB DESCRIPTION and PERSON SPECIFICATION

ORGANISATION:	St Cuthbert's RC Academy Trust	Salary:	Pay on application
JOB TITLE:	Director of Inclusion	DATE:	December 2025
RESPONSIBLE FOR:	Inclusion Strategy Oversight of Safeguarding and Attendance	REPORTS TO:	CEO

DIGNITY AT WORK

- To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, giving positive regard to people's differences and individuality.
- Promotes equal access to services and employment opportunities and supports the Equal Opportunities in Employment Policy.

CORE PURPOSE

To provide strategic executive leadership for the Trust's Pastoral and Inclusion services. The Director of Inclusion will hold the vision for SEND, Behaviour, and Welfare, ensuring that the Trust's family of 15 schools provides an environment where every child, regardless of complexity of need, can flourish.

This role holds overall accountability for the delivery of the Safeguarding and Attendance agenda, gives support to Headteachers and SENCOs in developing robust provisions for pupils with significant and complex needs.

PRINCIPAL ACCOUNTABILITIES

Strategic Leadership of Inclusion (SEND & Behaviour)

- Develop and embed a Trust-wide Inclusion Strategy that aligns with the Catholic ethos, ensuring that every child is safe and happy and able to access the full and appropriate 'golden thread' curriculum. All children to get the essentials of subject specific learning if they are missing significant amounts of time out of their classroom.
- Provide high-level support and challenge to Headteachers and Senior Leaders regarding the quality of education for pupils with SEND and those requiring Alternative Provision.
- Oversee the strategic use of specialist provisions, ensuring value for money and high-quality outcomes for the most vulnerable learners. Strategically support schools under the Ofsted framework so that 'can't meet need' is a phrase we rarely use.
- Lead the Trust's behaviour strategy, moving beyond compliance to create a culture of relational practice that reduces suspensions and exclusions across the Trust.
- Implement annual peer reviews of practice with the Standards officer to share ideas and best practise. This will be linked to teaching standards, include classroom teaching, interventions, alternative resource provisions, child and parent voice.
- Along with the standards officers, ensure assessment of those with complex SEND needs is robust and shows progress.
- Identify cost savings and resource use in schools. Scrutinise pupil premium spending and its impact. Look at the 1:1 model and assist with recommendations re. staffing needs.
- Develop a Trust wide approach to develop positive mental health and behaviour of students through whole school curriculums towards PACE strategies.

Oversight of Safeguarding & Attendance

- Provide professional supervision to the Director of Safeguarding and Attendance, ensuring they have the necessary capacity and resources to deliver operational excellence and statutory compliance at pace.
- Collaborates with the Director of Safeguarding to ensure that the balance between accountability and support is maintained within the safeguarding teams.
- Model professional supervision and direct where appropriate, ensuring supportive practice is taking place across the trust.
- Collaborating with the Director of Safeguarding and Attendance to ensure 'Achieving Best Evidence' recording standards are robust and court ready.

Complaints & Complex Investigations

- Collaborate with the Trust Strategic HR Manager and Director of Safeguarding in relation to high-stakes, complex investigations relating to those linked to the SEND, safeguarding agenda or allegations against staff (LADO referrals).
- Hold and manage the complaints record and report on this to Directors.
- Along with Trust Strategic HR Manager advise the Executive Team on risk management.
- Collaborate with the Trust Strategic HR Manager and Director of Safeguarding to ensure whistleblowing and low-level concern cultures are embedded at a senior leadership level and across all employees.
- Collaborate with the Trust Strategic HR Manager in relation to recorded conversations, CPD and wellbeing of all Trust Inclusion Team.

Capacity Building & Provision Development

- Work with Headteachers to design and implement in-house specialist provisions for pupils with complex needs, reducing reliance on external placements where appropriate.
- Lead the professional development strategy for SENCOs and Pastoral Leads, ensuring the Trust attracts and retains high-quality inclusion staff.

- Work alongside the central education team to ensure that inclusion runs through the educational strategy 'essential for some, beneficial for all'
- Establish relationship with relevant LA teams and gain invites to working parties and committees to be able to steer and learn from best practise from both within the trust and from external partners.

Catholic Ethos & Culture

- Ensure that the Trust's approach to inclusion is rooted in the educational mission of the Catholic Church, ensuring the most vulnerable are prioritised.
- Promote a culture where adults are role models and where staff morale is maintained even when dealing with complex needs.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How Identified
Qualifications			
Qualified Teacher Status (QTS)	✓		A/C
National Award for SEN Coordination (NASENCO) or NPQ in Senior Leadership		✓	A/C
Advanced Safeguarding / Lead Investigator Training		✓	A/C
Safer Recruitment Trained	✓		
Experience in Leadership			
Significant experience at Senior Leadership level (Trust Director)	✓		A/I

Criteria	Essential	Desirable	How Identified
Experience influencing at Board, CEO, and Executive level	<input checked="" type="checkbox"/>		A/I
Proven track record of leading SEND and Inclusion strategy across multiple schools	<input checked="" type="checkbox"/>		A/I
Experience managing senior professionals (e.g., other Directors or Heads) and of successfully leading multi-disciplinary professionals.	<input checked="" type="checkbox"/>		A/I
Experience conducting complex staff investigations and presenting at Disciplinary hearings	<input checked="" type="checkbox"/>		A/I
Knowledge & Skills			
Expert knowledge of the SEND Code of Practice and Equality Act	<input checked="" type="checkbox"/>		A/I
Highly skilled in data driven decision making, able to diagnose trends, identify root causes, and translate analysis into impactful Trust wide actions.	<input checked="" type="checkbox"/>		A/I
Strategic understanding of KCSIE and Working Together to Safeguard Children	<input checked="" type="checkbox"/>		A/I

Criteria	Essential	Desirable	How Identified
Ability to analyse complex data regarding behaviour, attendance, and exclusions	<input checked="" type="checkbox"/>		A/I
Deep understanding of the graduated response and ability to embed inclusive curriculum, intervention, and assessment models across Trust schools to ensure early identification, reduction of need escalation, and improved long term outcomes.	<input checked="" type="checkbox"/>		A/I
Personal Attributes			
Practising Catholic or supportive of the Catholic Ethos	<input checked="" type="checkbox"/>		A/I
Resilient, professionally assertive, and able to negotiate and influence	<input checked="" type="checkbox"/>		I
Open, honest, humble and approachable	<input checked="" type="checkbox"/>		I
Proven ability to identify strengths and development needs across senior teams, build staff capability through coaching, mentoring and professional development, and create a culture of continuous improvement across the Trust.	<input checked="" type="checkbox"/>		AI