



Astrea Academy Trust
LEARN, THRIVE, SUCCEED

Primary Lead Inclusion

Candidate Pack



Introduction

Thank you for your interest in joining Astrea Academy Trust. This pack is designed to give you a clear sense of what it means to work with us and to help you consider whether you can see yourself contributing to our mission of transformational change across our primary academies.

At Astrea, we believe that every child has the right to a high-quality education, and that all children, regardless of background, need or starting point, deserve to feel a deep sense of belonging in their school community. Our shared mission is to disrupt disadvantage and to secure exceptional outcomes for every child. To achieve this, we know we must ensure that those who find learning most challenging experience the same high expectations, the same rich curriculum, and the same unwavering commitment to academic and personal excellence that we expect for all pupils.

The Primary Lead Inclusion plays a pivotal role in championing this vision. This is a rare opportunity to influence inclusion practice at scale across a family of primary schools. More than a traditional inclusion leadership role, this position offers the chance to reimagine how inclusion is understood, designed, and enacted within a Trust committed to evidence-informed practice and educational excellence. Your work will directly shape the life chances of children across multiple communities.

Our approach to teaching is grounded in cognitive science and shaped by principles of explicit instruction, carefully sequenced curriculum design, and high-quality assessment. We believe in an 'entitlement curriculum' for all pupils, ensuring that every child benefits from access to powerful knowledge and expertly delivered teaching.

At Astrea, brilliant curriculum and expert teaching sit at the heart of an inclusive offer, because inclusion is not an intervention, but a foundation.

This role is suited to an exceptional primary leader or Trust leader with a proven track record of delivering excellent outcomes, deep expertise in SEND and inclusion, and the drive to support and challenge others to create the very best provision for children. If you share our values, are committed to educational equity, and are ready for a role with both classroom-level insight and Trust-wide influence, we would be delighted to hear from you.

I encourage you to read the pack carefully, including the job description and role profile. If you are considering an application, I strongly recommend arranging a conversation prior to the interview date. To set up a telephone or Teams call, please contact recruitment@astreaacademytrust.org.

With very best wishes

Jo Leishman
Director of Primary Education



About the Trust

The trust has 26 academies across South Yorkshire and Cambridgeshire

We are committed to ensuring that all children in the trust have accelerated opportunities that enable them to learn, thrive, and lead successful lives. Our ambition is to tackle historical educational disadvantage and to play our part in the social regeneration of areas that have experienced poor education opportunities.

The trust has grown rapidly since its creation and now educates around 15,000 students in 26 academies. In Cambridgeshire, the trust comprises four secondary schools and one SEMH special school. In South Yorkshire, the trust works through seventeen primary academies, one all-through school, and three secondary schools.

The trust's Executive Team is led by Rowena Hackwood as Chief Executive Officer. A wider central team supports the work of individual academies in core areas such as academic support, inclusion, governance, finance, HR, estates, and IT. With a 2030 strategy in place, we are clear and specific about our vision for behaviour, curriculum and teaching quality.

All our academies are rated **GOOD** by Ofsted.



Astrea in Numbers

26
ACADEMIES

2,000
MEMBERS
OF
STAFF



£115m
TOTAL
INCOME

100%
RATED 'GOOD'

14,000 PUPILS

£3.9m
REINVESTED
INTO SCHOOLS
TO IMPROVE
FACILITIES AND
INFRASTRUCTURE



Our Vision and Values

Our future success is underpinned by a strong set of shared values. These values are important because they support the vision, shape the culture, and make a statement about what we hold dear.



SCHOLARSHIP:

We are informed by the best of academic and organisational thinking and research, using this where we can and expanding it where possible.



CURIOSITY:

We ask searching questions, not taking things at face value, seeking out the best of what is known and engaging in appreciative enquiry.



TENACITY:

We deliver on our promises and see things through to completion. We embody pace, urgency and determination in our focus on improving outcomes for children and on our own performance.

Our Academies

PRIMARY



SECONDARY



ALL-THROUGH



SPECIAL



We nurture empathy,

helping children understand

and care for others in a

diverse and inclusive environment.



About the role

Role Title	Primary Lead Inclusion
Responsible to	Primary Regional Director
Salary	Central Teachers: £53,851 - £66,751 FTE

ROLE SUMMARY

We are ambitious for every Astrea student to succeed and, by 2030, for every Astrea school's performance to be in the top 5% of similar schools nationally. The only way to realise this ambition is by ensuring all students entrusted to Astrea schools achieve strongly – this includes the most vulnerable. This role will be central in driving the Trust's commitment to supporting academic excellence and the personal development of every child.

PURPOSE

Primary Lead Inclusion is a pivotal, high-profile role within Astrea Academy Trust. This position will be central in driving the Trust's commitment to supporting academic excellence and the personal development of every child.

The postholder will have an inclusion by design mindset who will have the belief that while some children need more than others and some need bespoke activities or resources, the expectation for all children must be the same. They are known, they are safe and they have access to high quality learning with brilliant curriculum and expert teachers.

Reporting directly to the Regional Director in Primary, the postholder will be a key source of expert advice and guidance. They will support academy leadership teams and SENDCos to ensure the provision of timely, effective support for children and young people across all academies within the Trust.

KEY RESPONSIBILITIES

- Provide exceptional leadership of inclusion and support and develop inclusion leadership within our schools.
- To establish high quality education for every pupil as a core priority across all of our schools.
- Ensure that high quality teaching is the firm foundation of our inclusive offer.
- Support school leaders with their approaches to the teaching of children with SEND, ensuring it aligns with the overall teaching strategies and approaches implemented by our schools. Integrate SEND-specific approaches seamlessly into existing curriculum and instructional practices.

About the role

KEY RESPONSIBILITIES CONT.

- Collaborate with colleagues working in behaviour, attendance and SEND.
- Play an active role in our teacher-development approach ensuring that staff are supported with the necessary skills and resources to effectively support children with a wide range of diverse and specific needs.
- Secure consistently high standards of SEND support in all Trust schools through the introduction and embedding of the Trust's SEND strategies, policies and procedures.
- Work with Trust Principals and SLT on the strategic development of Inclusion for all and provision for pupils with SEND.
- Develop the trust's approach to targeted intervention in our schools, ensuring that academies draw from an increasingly selective and evidenced-informed set of strategies and interventions which are implemented expertly to have high impact.
- To provide expert advice and support to schools to support the assessment and provision for children with high-needs, both within mainstream provision and in school-based specialist or resource-based provision.
- Work with Education Directors and Principals to develop and execute strategic action plans to support inclusive practices and effective SEND provision.
- Maintain a thorough understanding of each school's strengths and areas for development in SEND provision within the Trust. Use this knowledge to craft a vision and strategy that promotes continuous improvement tailored to the context of each school.
- Stay informed about current trends, research, and best practices in SEND. Attend relevant conferences, workshops, and training sessions. Disseminate information and best practices across the national trust
- Support academies in fulfilling their statutory responsibilities within the SEND Code of practice including the implementation of Education, Health and Care Plans.
- Establish effective partnerships with relevant Local Authorities and encourage the participation of leaders and teachers in local SEND networks where this will lead to improved outcomes for pupils.
- Ensure appropriate and effective compliance and quality procedures and reporting are in place and meet statutory SEND responsibilities
- Liaise with external agencies, including the Local Authority, as appropriate, to ensure a collaborative approach to Inclusion.
- Motivate and enable SENCOs to carry out their roles to the highest standard through coaching and professional development.
- Analyse specialist assessment and performance data at individual school and Trust level on a half term basis with a view to improving outcomes for the pupils with SEND
- Develop and maintain strong and effective relationships, with all relevant funding bodies to ensure funding streams are secured that support SEND provision for learners with individual needs.

Person Specification

QUALIFICATIONS

- Qualified Teacher Status (QTS)
- Evidence of continuous INSET and commitment to further professional development
- NPQ for SENCO's (or equivalent National Award for SEN Coordination)

EXPERIENCE

- Highly effective teacher and leader with at least 5 years of experience
- Exceptional knowledge and expertise of inclusion
- Demonstrate success in designing and delivering resources and training programmes that led to clear improvements in provision
- Proven track record as SENDCo or having responsibility for SEND

KNOWLEDGE & UNDERSTANDING

- Detailed knowledge of the SEND Code of Practice and associated legislation
- In-depth knowledge of statutory and wider policy landscape, including current trends in research and best practice in SEND
- Understanding of the policy landscape in relation to inclusion
- Knowledge of cognitive science and the role it plays in learning

PERSONAL SKILLS & ATTRIBUTES

- Promote the Trust's aims positively, and use effective strategies to lead and manage
- The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach where necessary to achieve the desired outcome
- Develop good personal relationships within a team
- High level personal IT skills and the ability to use these effectively in a range of situations
- Ability to work under pressure and to deadlines
- High expectation of self and others
- Lead and manage highly effective teams
- Establish and develop close relationships with parents, trustees, trust senior staff, governors and the community
- Confident, enthusiastic and motivated with a passion for education
- Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these
- Commitment to Diversity, Equality and Inclusion

Operational success

relies fundamentally

on **the success**
of our people 

Candidate Charter

We want every candidate to have an informed, engaging, and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

OUR COMMITMENT TO YOU

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we'll ensure your information is secure and handled sensitively.
- Understanding – you will be given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and we'll act on what you have to share.
- Inclusivity – our hiring decisions align with our commitment to create a high quality, diverse workforce.

WE WILL:

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need.
- Respond to enquiries promptly and usually within 24 hours during the working week.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview, well in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

IN RETURN WE ASK THAT YOU:

- Be honest and upfront about your experience, aspirations and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest and help us understand why.
- Prepare yourself for interview and let us know how we can support you.

How to apply

Your application

If you like what you've read so far and think you can see yourself as a key member of the Astrea team, it's time to fill in your application.

Your application is an important part of the selection process as it's used to determine whether or not you'll be chosen to have an interview. It's really important that you try to capture all of the relevant information we have asked for on the form so we can get a good feel for who you are and why you're great.

All applications must be submitted through My New Term - the link to our careers page is here:
[Astrea Academy Trust Careers Page Link](#)

Tips for a great application

- Check out the person specification - this highlights the key aspects we're looking for.
- Be yourself. Your personality, values and vision are the most important to us - you must be a great fit!
- Be sure to read this pack and our policies thoroughly to ensure you are fully aligned to our ways of working. If so - tell us about it!
- Make sure you tell us what skills you have that make you perfect for this role. Tell us the impact of your work, don't just list the tasks that you have completed.
- List any formal qualifications on your application. We'll need to see the certificates for your qualifications at interview stage.
- Make sure you include paid work, unpaid work and any work experience in your employment history. Start with your current employment, or if you are currently unemployed, your most recent employment. If there are any gaps in your employment, you must tell us why for safer recruitment purposes.
- At least one of your referees should be your current employer. If you are not currently employed, provide your most recent employer. If you don't have any employment history, think about professional referee's who would best describe your strengths for the role and your suitability to work with children.

How to apply

Astrea Academy Trust are an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure & Barring Service check and satisfactory employment references.

As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties.

DISABILITY CONFIDENT EMPLOYER

Astrea Academy Trust is delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Any questions

Who do I contact if I have any questions about the role?

If you'd like to speak to a colleague ahead of submitting an application, please refer to the job advert and contact the lead person for the specific role. We'd love to answer any questions you may have. Likewise, a phone call or teams meeting may work for you - please reach out and we'll make it happen.

Who should I contact if I have any special requirements?

If you're unable to complete our online application form and need some support, and/or you need our documents in an alternative format, for example, large print, please contact our recruitment team Recruitment@astreaacademytrust.org.

How long will it take for you to decide if I've got an interview?

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make or decision and contact applicants invited for interview within a week of the closing date.

Will I be notified if my application is unsuccessful and will I receive feedback?

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. During the shortlisting stage, your application status will be updated on MyNewTerm & you will receive an automated email from the system. Due to the volume of applications we receive, we're unable to provide feedback to unsuccessful candidates at the shortlisting stage.



Please visit our website to
learn more.

www.astreaacademytrust.org



Astrea Academy Trust

LEARN, THRIVE, SUCCEED