

Head of Inclusion

Recruitment Information Pack March 2025

Salary Range BL7 – BL13 (£57,831 - £66,919)

All Year Round

Start Date: 1st September 2025



Closing date: 9am on Monday 28th April 2025

Shortlisting: Monday 28th April 2025

Interview date: Friday 2nd May 2025

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Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking your time to read our application pack and expressing your interest in the post of **Head of Inclusion** at Bradford Diocesan Academies Trust (BDAT). We are really excited to be recruiting to this pivotal new position within the central team of our Academy Trust.

We are looking for a resilient and determined leader to support the strategic leadership of inclusion, particularly focussed on supporting and safeguarding those vulnerable children, children with SEND and additional needs and those who are disadvantaged or at risk of disadvantage or harm.

In return at BDAT we pride ourselves as being an employer of choice and we will welcome you into our team ensuring you get a thorough induction and access to the latest CPD and support so you can hit the ground running.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT. We hope you find the role as interesting and exciting as we do.

Within the pack, you will find a job description, a person specification, a summary of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at www.bdat-academies.org
- on X formally Twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us directly via email on emma.williamson@bdat-academies.org.uk
- or calling 01274 909120.

I wish you every success with your application and look forward to meeting you in the near future.



Carol Dewhurst OBE
Chief Executive Officer
Bradford Diocesan Academies Trust

About BDAT

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."**

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

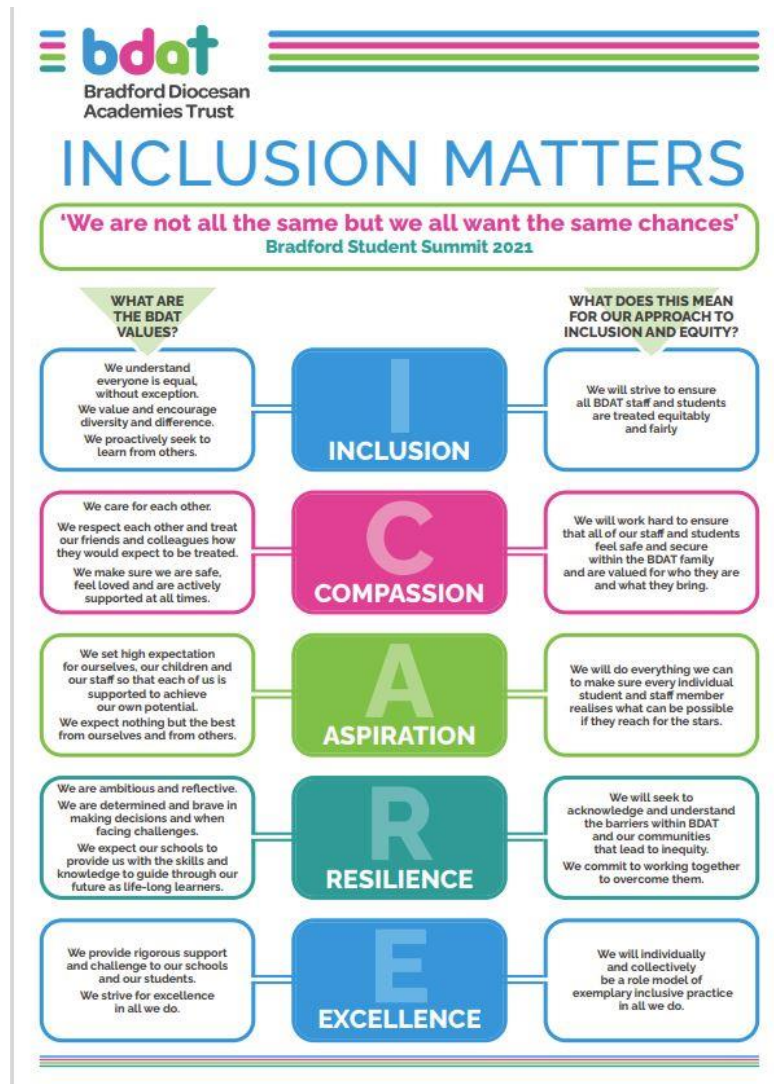
Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:



Advertisement Head of Inclusion

BDAT, 2nd Floor, Jade Building, Albion Mills, Albion Road, Bradford, BD10 9TQ
Full Time - All Year Round - Permanent

We are looking for an inspirational Head of Inclusion who will lead the development of a strong inclusive culture across the Trust, ensuring the highest standards of achievement, safety and pastoral care for all children. BDAT is looking to appoint a Head of Inclusion to support our central team to focus relentlessly on ensuring equality of opportunity for all.

The successful candidate will be responsible for the strategic leadership of inclusion and will be particularly focused on supporting and safeguarding those vulnerable children, children with SEND and additional needs and those who are disadvantaged or at risk of disadvantage or harm. The postholder will be expected to support our current academy leaders through a mix of coaching, mentoring, direction and at times rolling your sleeves up and role-modelling excellent practice. If you think you can be our exceptional candidate, we can't wait to meet you.

Hours of work are flexible to meet the needs of the Trust but will not routinely exceed 37 hours per week. Occasional evening work is expected and this role is office based.

Employer:	Bradford Diocesan Academies Trust
Reporting to:	Chief Executive Officer
Accountable to:	Chief Executive Officer
Duration of Post:	Permanent (on successful completion of 6-month probation)
Hours of Work:	Full time (37 hours per week) all year round
Place of Work:	Office Based
Annual Leave:	Annual Leave 30 days, plus 8 statutory days
Salary:	BL7 – BL13 (£57,831 - £66,919)
Start date:	1 st September 2025

Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://vacancies-bradford-diocesan-academies-trust.bdat-academies.org)

Head of Inclusion Job Description

Overall Purpose of the Job

The Head of Inclusion will lead the development of a strong inclusive culture across the Trust, ensuring the highest standards of achievement, safety and pastoral care for all children.

They will design and implement a comprehensive inclusion strategy that promotes the safety, wellbeing, and inclusion of all students, enabling them to thrive both within and beyond the school environment. They will drive the levelling and access to opportunities to help those children who are most vulnerable or with additional short or longer term needs in the Trust and will relentlessly focus on ensuring equality of opportunity for all.

The postholder will be a member of the BDAT central team and their work will involve supporting and providing advice and guidance to each of the BDAT schools. The postholder will report to the CEO.

The Head of Inclusion is responsible for the strategic leadership of inclusion and will be particularly focussed on supporting and safeguarding those vulnerable children, children with SEND and additional needs and those who are disadvantaged or at risk of disadvantage or harm.

They will support academies in their inclusion, pupil premium, EAL and SEND strategies and practice to ensure students attend school, remain safe and have opportunities to achieve thrive.

They will oversee and influence practice to ensure compliance with inclusion and pastoral practice across the Trust in line with the [Trust's ICARE values](#), reporting to the Board and Education committees as required.

Fundamentally, the postholder will ensure that a culture of inclusion and the implementation of inclusive practice runs throughout the Trust and remains one of our highest priorities.

Hours of work are flexible to meet the needs of the MAT, Trust and postholder, but will not routinely exceed 37 hours per week. On occasions, evening work is to be expected with this post and the postholder is expected to manage their hours accordingly.

- **Reporting to:** Chief Executive Officer of BDAT
- **Accountable to:** Chief Executive Officer of BDAT and the Board of Trustees
- **Duration of Post:** Permanent
- **Work Commitment:** All year round
- **Salary banding:** BL7 – BL13 (£57,831 - £66,919)

Key Responsibilities and Duties

Strategy and Policy Development

The successful candidate will:

- Lead and manage inclusion across the Trust in line with the vision and values, and strategic aims of the Trust.
- Formulate and lead on priorities identified in the Trust strategic plan relating or supporting inclusion.
- Monitor, develop and advise on Trust wide and school level policies and working practices for inclusion and SEND.
- Work alongside Trust and school leaders to drive inclusion and ensure inclusion within working practice.
- Provide feedback, assurance and reports to the Trust Board, Trust Committees and CEO as required.
- Analyse, interpret and explain data and research to support inclusive practice and the development, progress and attainment of vulnerable pupil groups
- Support the trust in research, to improve the impact of inclusive approaches within our schools.
- Support the Trust with researching and implementing best practice to improve the teaching and learning of SEND, pupil premium, EAL and pupils with social workers within our schools.
- Understand, disseminate and seek to influence key government and national initiatives on inclusion and SEND
- Identify and share good practice, areas for development and strategies from both within the Trust and beyond.

SEND

The postholder will:

- Contribute to the development and delivery of the Trust CPD programme for our SENDCOs and supporting children with additional needs.
- Work with school leaders to ensure timely and effective support is provided for children with additional needs, including those children who require EHCP specified support.
- Provide support and guidance to ensure all schools meet statutory requirements for EHCPs.
- Provide support and guidance to SENDCOs in liaising with the Local Authority and other local services, especially where professional challenge is required to ensure EHCPs receive timely reviews and are adequately funded.
- Ensure SENDCOs have the necessary support and direction to excel according to the Trust vision, values and aims.
- Work with the SENDCOs within the MAT to maximise opportunities for collaboration, including facilitating the Trust wide SENDCO Professional Learning Community (PLC).
- Induct, support and mentor new SENDCOs, working with headteachers to develop appropriate support.
- Work with the SENDCOs across the MAT to ensure that best practice is utilised and shared to ensure consistency in high quality SEND practice across our academies.
- Support academies with their recruitment of SENDCOs, attending interview panels if necessary.
- Provide or source high quality SEND training and CPD for all staff who support students with SEND. This could include SENDCOs, teachers and other classroom practitioners to enable adaptive and expert practice.

Disadvantage

- Lead on the development of the Trust Pupil Premium Strategy and monitor the impact of school level pupil premium strategies.
- Build and develop a network of Trust Pupil Premium champions to ensure value for money, effective interventions and sharing of good practice.

Support for Schools

- Maintain a strategic understanding and overview of the profile, context and offer for pupils with inclusion needs in each school.
- Work in partnership with Headteachers to ensure each school sets and meets aspirational targets for improvements in inclusion.
- Support and advise schools in developing plans for provision for children in care or who have previously been in care (CLA/PCLA).
- Establish and facilitate a network (PLC) for the Trust SENDCO group and other inclusion leaders (PP, CLA etc).
- Support and advise schools in the development and implementation of plans for pupils at risk of suspension or exclusion, including reintegration plans.
- Undertake quality reviews of Trust led internal inclusion provisions alongside Headteachers. This will include specific support, direction and quality assurance for any current or future DSPs.
- Support the overall effectiveness of the Trust's academies by assisting them to raise standards and improve outcomes for all children and young people, and specifically those children most in need.
- Support school leaders so that those children most in need have their needs met either in school or through Trust wide approaches.
- Develop the role of the leaders of Inclusion and SENDCOs to be excellent and inclusive practitioners, advocating for all children in their schools.
- Monitor the consistency and impact of inclusion provision across the Trust
- Liaise with school leaders to support strategic planning for the leadership of inclusion approaches for those children most in need.
- To ensure academies have a curriculum that considers the needs of children with SEND and other additional needs.

Inclusive Environments

- Ensure that the Trust reflects a vibrant and inclusive ethos, which actively values and promotes diversity, unity and community cohesion, and supports all pupils to become successful integrated learners.
- Ensure that the Trust workforce recruitment and development processes support and reflect the diverse and rich communities we serve.
- Actively challenge and address all forms of stereotype and discrimination and ensure that no child is disadvantaged because of a lack of inclusive practice.
- Ensure that each school is non-selective and fully inclusive, regardless of ability or need, and that all pupils achieve and thrive.
- Support and advise schools in providing for children who are bi-lingual, refugees and/or arrive from overseas.

Partnership working

- Build and maintain excellent relationships with local authorities, local stakeholders and agencies and with other Trusts to support inclusive practice.
- Advocate for and provide challenge where children's needs are not being met by local authorities.
- Support schools in petitioning for further support from professionals including through multi-agency meetings.
- Meet regularly with regional Inclusion and SEND leads to share common approaches of high quality that ensure effective provision for children with SEND or additional needs, within and beyond BDAT.
- Have a deep knowledge and commitment to inclusion, safeguarding and promoting the welfare of children and young people.

Executive Membership

As a member of the Trust extended leadership team, the postholder will contribute and support the work of the BDAT Executive team, providing expert knowledge and advice on their areas of responsibility, while contributing to wider strategic thinking and supporting the Executive Leadership of the Trust.

The postholder will be expected to regularly attend and report to the BDAT Board and attend the BDAT Executive Team meetings.

The postholder will be expected to attend and support Trust Professional Learning Communities to ensure inclusion and SEND priorities are built into all areas of work.

The postholder may also be asked attend and represent the Trust at external training, national network meetings, meetings with DFE, the Diocese, Local Authority and other key stakeholders as required.

General Responsibilities

- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies at all times.
- To assist with the development of policies and procedures as may be required outside the remit of own role.
- To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.
- To produce, and respond to, complex correspondence from stakeholders and external agencies.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the senior nature of the post as directed by the CEO.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Head of Inclusion Person Specification

Education and Training	Essential	Desirable
Educated to degree standard or demonstrable equivalent work experience	•	
Relevant child protection and safeguarding training/qualifications		•
Relevant SENDCO qualifications	•	
A relevant counselling or mentoring qualification		•
Knowledge	Essential	Desirable
Sound understanding of inclusion, pupil premium and SEND practice, law and funding	•	
Knowledge and understanding of the education sector and working in schools	•	
A good knowledge of the legal framework surrounding inclusion and SEND	•	
Excellent understanding of the OFSTED framework and its relevance for inclusion	•	
Knowledge of the relevant agency support networks, both nationally and local	•	
Experience	Essential	Desirable
Experience of working as a SENDCO within a school or educational establishment	•	
Experience of working strategically to address inclusion issues in a school / across a school or an educational establishment	•	
Experience of working effectively with children and young people in a pastoral or mentoring capacity		•
A proven track record of working alongside colleagues to empower and support them to meet the needs of vulnerable children	•	
Experience of working in a role where inclusion is a key element	•	
Proven track record of developing partnerships and relationships with a variety of partners and external authorities	•	
Experience of working with children and adults at times of distress or conflict		•
Experienced in designing and delivering effective training and coaching on inclusion and SEND matters	•	
Experience of holding colleagues to account, using policy, process and practice to ensure the needs of vulnerable people are realised	•	
Professional Skills	Essential	Desirable
Excellent interpersonal skills with the ability to build relationships and interact effectively with colleagues, families and external organisations	•	

Ability to manage competing priorities and take effective action to deal with these	•	
Ability to adapt to different audiences and circumstances	•	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	•	
Well-developed influencing skills to change practice via a collaborative approach		•
Able to analyse and deal with complex or difficult situations, with skill and discretion	•	
Personal Qualities	Essential	Desirable
Confident, enthusiastic, motivated and committed with a passion for protecting and developing young people	•	
Ability to work as part of a team, understanding Trust roles and responsibilities and your own position within these	•	
Commitment to Equal Opportunities	•	
Willingness to work within the Christian ethos of the Trust	•	
Work on own initiative with the ability to seek support and assistance where appropriate	•	
Team player who can also work using own initiative	•	
High levels of resilience and emotional maturity	•	
Suitability to Work with Children	Essential	Desirable
Commitment to safeguarding and a satisfactory Enhanced DBS Check and Children's Barred List check, along with all other required safer recruitment checks outlined in Keeping Children Safe in Education	•	

Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based in the office of BDAT, 2nd Floor, Jade Building, Albion Mill, Albion Road, Greengates, BD10 9TQ.

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work some evenings.

The post is subject to a six-month probationary period.

The Trust provides an employee pension with competitive employer contribution.

A satisfactory Enhanced DBS is required for this post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

If you would value an exploratory conversation, please contact Emma Williamson to arrange a conversation with Carol Dewhurst OBE CEO or Craig Lee, Director of Primary Education on 01274 909120.

Calls will be taking place during w/c 31st March and w/c 21st April 2025

Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service. Please see our Safeguarding and Child Protection policy on the BDAT website [BDAT Policies – Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/BDAT-Policies-Bradford-Diocesan-Academies-Trust)

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Applications

Please ensure that all parts of the application are completed via link to My New Term. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/Vacancies-Bradford-Diocesan-Academies-Trust)

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. A panel of senior staff and Trustees do this. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process. The interviews will be held at the BDAT Trust office. The interview will consist of several tasks including a presentation and formal interview. These are designed to allow you to demonstrate your skills and abilities.

You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us.
- A satisfactory DBS check.
- A satisfactory online check
- Provision of proof of identity and qualifications

Probationary Period

The post is subject to a six-month probationary period.

Timeline

Closing date: 9am Monday 28th April 2025
Shortlisting: Monday 28th April 2025
Interview date: Friday 2nd May 2025