

Inclusion Lead

Trentham Academy, part of the City Learning Trust

Level: 6

SCP: 12 - 17

Salary: £25,722 per annum

Hours: 37 hours per week / Term time only

Closing date: 21st September 2026

Interview: w/c 21st and 28th September 2026

Start date: TBC



**United by our
values, we place
children and young
people at the heart
of all we do.**



Job Description

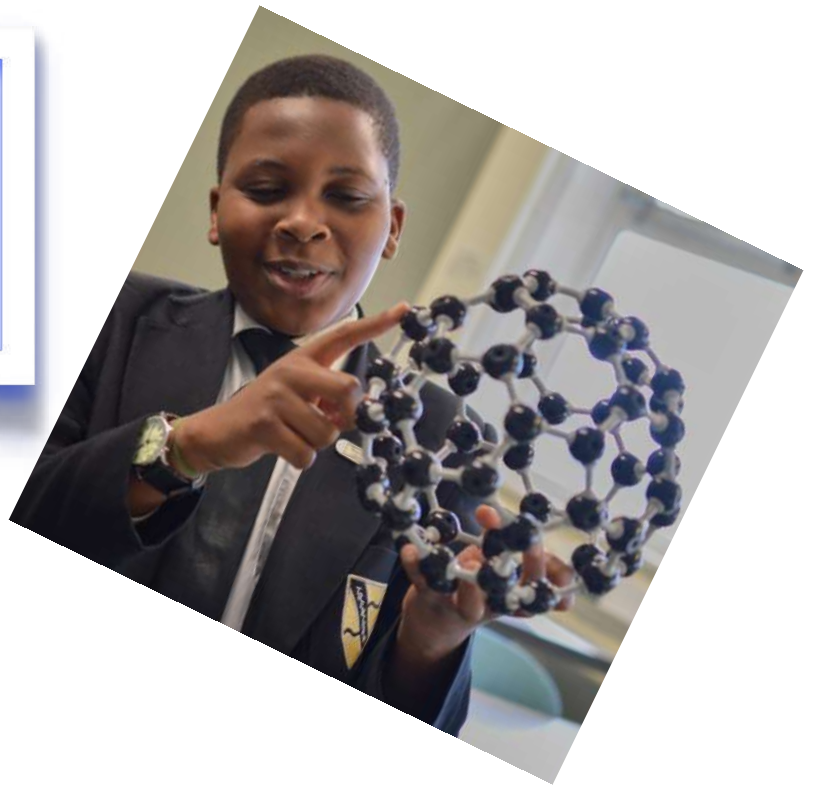
Inclusion Lead

At the heart of Trentham Academy are our core values, which shape every aspect of school life:

- Respect
 - Responsibility
 - Optimism
 - Integrity
- Do you communicate with respect and approach students and families in a calm, supportive way?
 - Can you promote responsibility while offering understanding and guidance?
 - Do you bring optimism, helping every school day feel like a positive opportunity?
 - Do you work with integrity, handling sensitive information professionally and fairly?

Welcome to Trentham:

An academy working together to
Aspire, Endeavour and Achieve



About the role:

The Inclusion Lead is responsible for ensuring the Academy delivers a fully inclusive, high-quality education for all students, particularly those with Special Educational Needs and Disabilities (SEND) or requiring additional support. Working closely with senior leaders, staff, families and external agencies, you will lead and coordinate inclusive provision, remove barriers to learning, and monitor the impact of interventions.

You will promote high expectations for every learner, support staff through guidance and training, and ensure compliance with statutory requirements, while fostering a culture where all students are supported to develop confidence, independence and ambition.

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What you'll be doing:

- Be present on the corridors to support with students' standards and expectations
- Respond to calls for assistance
- Duties before, during and after school
- Support / initiate agency referrals
- Parent meetings and multi-agency meetings
- Exclusion paperwork and meetings
- Class / Teacher support - both proactive and reactive
- Monitor staff cover list and visit classes proactively to support academy behaviour expectations
- Whole school sweep on a rota, daily, including the checking of uniform standards, make up, hair, jewellery etc.
- Attend relevant in-school team meetings in order to manage behaviour across the academy

We are looking for someone who:

- Has patience, empathy and a sense of humour
- Understands that learning at secondary level can be tough, and knows how to encourage students to keep going
- Can stay calm, positive and solution-focussed - even when teenagers test your limits
- Wants to make a genuine difference to the lives of young people
- Works well as part of a supportive team

In return we offer:

- A welcoming and dedicated school community
- Training and professional development to help you grow in your role
- A committed leadership team judged 'Outstanding' by Ofsted
- A supportive team that has each other's backs
- The reward of knowing you have helped a young person take the next step forward

If this sounds like your cup of tea, we'd love to hear from you!

If you want to know more about us and the work our Trust is doing, keep reading, or visit our website - www.clt.trentham.coop

Safeguarding:

Trentham Academy and the City Learning Trust are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer recruitment checks, including an enhanced DBS check. All staff are expected to act in line with statutory safeguarding guidance at all times



Dear Colleague

Re: Inclusion Lead

Thank you for your interest in Trentham Academy.

Trentham Academy has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff work closely with all of the Academies in the Trust to improve outcomes and life chances for our young people and enjoy a particularly effective relationship with CLT central staff, who work across all of the Trust's Academies.

If you want to work in a partnership of Academies committed to cooperation and collaboration; unlock talent and fulfil potential, then this post is just right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

The successful candidate will demonstrate excellent practice to ensure that all of our young people have the richest quality of education we can provide. We would like a candidate who has a passion to develop standards, pedagogy and practice, will be child-centred and able to inspire young people to be the best that they can be.

You will join the Trust at an exciting time. we have a unique bespoke Professional Growth programme and remain committed to bespoke CPD for all staff who work with children. We also have an extensive professional support package available to all CLT employees to ensure you can be the best you can be for the young people every day.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has unwavering expectations to deliver the highest quality educational experiences and outcomes for the children and young people in its care.

If you are interested in having an informal conversation about this opportunity and/or wish to arrange a visit to the Academy please contact the HR Director, who will arrange such (01782 853535). The letter in support of your application should be no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to HR@citylearningtrust.org.

Dr Carl Ward

Chief Executive Officer



United by our values, we place children and young people at the heart of all we do.



It is my pleasure to introduce Trentham Academy. I am immensely proud of this academy and delighted to be its Principal. Trentham Academy has the strength, character and further potential to be a leading centre of education both nationally and globally.

At the heart of Trentham Academy are our core values:

- Respect
- Responsibility
- Optimism
- Integrity

These principles shape every aspect of school life and guide our commitments to nurturing both academic excellence and personal growth. While we are proud of our strong academic outcomes, we believe that education is about far more than exam results.

Our students benefit from a rich and varied curriculum that sparks curiosity and ambition, complemented by a wide array of extra-curricular opportunities to help them develop into confident, capable and well-rounded individuals. This includes opportunities created through the Character and Arts Foundation – a unique organisation, brought to life by the City Learning Trust, for the children of Stoke-on-Trent.

At Trentham Academy, students use their individual iPads and we have a strong emphasis on digital literacy and communication embedded throughout the curriculum, we are equipping our young people with the skills they need to thrive in an ever-evolving world.

We are proud of our excellent staff, who are dedicated to nurturing every student's potential. Our inclusive ethos ensures that all young people feel supported, valued, and empowered to succeed. We also offer outstanding opportunities for student leadership, helping our learners develop the skills and confidence to shape their own futures.

At Trentham Academy, we care deeply about every student's journey. We want the very best for each individual – academically, personally and socially - so that they are prepared for lifelong success.

If this describes a learning environment that you want to be a part of, I look forward to meeting you and hearing about how you can contribute to the future success of our academy and its students.

Emma Wagg
Principal, Trentham Academy

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City Learning Trust

City Learning Trust is a family of academies sharing resources and expertise: united by our values, we place children first in everything we do.

We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. Our mission is to provide the strongest start in life to enable our community to contribute in their own futures. We don't just want them to be employed, we want them to believe that they can change the world with their choices. There are no limits for any of our children as we inspire them to be lifelong learners and fully rounded citizens so they can adapt in an ever- changing world.

In our Trust, education is linked up from 3 to 19. Skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility as well as tolerance, understanding and compassion.

In recognition of our Professional Growth Package opportunities for children through the Character and Arts Foundation and our leadership programme we were awarded Multi Academy Trust of the year in December 2023.

Our values are important to us and guide the work we do:

Ambition: Our academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.

Cooperation: We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.

Commitment: Our academies are a family of Academies with a common bond, dedicated to the communities that they serve.

Creativity: We encourage innovation and the use of imagination and original ideas in all our Academies.

Leadership: We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.

Respect: We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

The City Learning Trust is a registered charity and a DfE sponsor. We have a range of strategic partners and work closely with a number of multi-academy trusts to raise standards.



Person Specification

Qualifications and Experience
Good standard of general education (GCSEs or equivalent in English and Mathematics) - essential
Commitment to safeguarding and promoting the welfare of children and young people - essential
First aid training, or willingness to attend training - desirable
Training in supporting students with additional needs (eg: SEND, neurodiversity, speech & language) - desirable
Skills and Abilities
Ability to support teaching and learning across a range of subject - essential
Strong communication skills, both verbal and written, with students and adults - essential
Ability to encourage, motivate and support students to achieve their best - essential
Ability to work calmly, positively and patiently, even when students are finding things difficult - essential
Ability to work effectively and as part of a team, and use initiative when needed- essential
Experience of using strategies and resources to support literacy and numeracy - desirable
Experience of using school systems for recording and tracking student progress - desirable
Experience
Experience of working with children and young people in a school or similar setting - essential
Experience of supporting learning, either in class, small groups, or one-to-one - essential
Experience of encouraging positive behaviour and building relationships with young people - essential
Experience of working with secondary-aged students (11-16) - desirable
Experience of supporting students with special educational needs or additional learning needs - desirable
Personal Qualities
Empathetic, supportive and able to build trust quickly - desirable
Resilient, positive and solution-focused - desirable
Reliable, consistent and committed to the role - desirable
Flexible and able to respond to the needs of different children - desirable
A strong belief in the potential of every young person - desirable

NOTE: This job description may be amended at any time in consultation with the post holder.

The City Learning Trust and Trentham Academy are committed to safeguarding our young people. All applicants and candidates will be subject to all relevant checks and procedures in accordance with our safeguarding policy.

United by our values, we place children and young people at the heart of all we do.



City Learning Trust

Inspiring Outstanding Achievement

