

# Inclusion Lead

**Trentham Academy**

**part of the City Learning Trust**

**Salary: Level 6 SCP 12 - term time only  
(actual salary £21,530 per annum)**

Closing date: 6<sup>th</sup> February 2026

Interview: TBC

Start date: TBC



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



# Job Description

## 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 schools 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

## Additional:

- More specific areas of responsibility:
  - Seclusion
  - Safeguarding work
  - Range of tasks specified by the Academy Principal to support behaviour across the academy

## Skills:

- IT literacy and confident with technology
- Good communication skills
- Good organisational skills
- Familiarity with standard computing packages such as Microsoft Office

## Personal competencies and qualities::

- The motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- The ability to work in a team environment and under pressure
- Excellent organisational skills
- A good sense of humour
- A calm demeanour
- A perceptive understanding of young people and their needs and expectations.

## In return we offer:

- A supportive, close-knit school community where your work is genuinely valued
- A strong, caring staff culture led by an Outstanding leadership team
- Professional development and training, including routes into teaching or apprenticeships
- The backing of an award-winning Multi-Academy Trust
- A varied, rewarding role where no two days are the same
- A place where you'll make a real difference — even if it's behind the scenes

## Safeguarding statement:

We are committed to safeguarding and promoting the welfare of children and young people. All applicants will be subject to safer recruitment practices, including an enhanced DBS check.

So, if you're part technician, part magician, and totally committed to helping students learn by doing — we'd love to hear from you.



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; where you can 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 CPD for all staff who work with children. We also have a considerable professional support package available to all CLT employees, to ensure you can be the best you can be for our 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 Marie Faichney, HR Director, who will arrange this (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](mailto:HR@citylearningtrust.org).

Carl Ward  
Chief Executive Officer



It is my pleasure to introduce you to Trentham Academy. I am immensely proud of this Academy and delighted to be its Headteacher. 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





## City Learning Trust

The 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, kindness 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.

# Professional Growth with the City Learning Trust

Our Professional Growth model offers a unique and comprehensive package of support for our teachers, education support staff and leaders. It is the first of its type across the country and puts professional learning at the heart of your professional development.

The City Learning Trust offers a comprehensive CPD package for you to advance your own professional skills for the good of our children. We have two priorities:

- Developing and recruiting great staff to unlock and deliver for young people - without fail
- World class experience and outcomes for our young people - always

The City Learning Trust understands that you cannot have one without the other. To be able to give our children what they need, we must give you everything that you need to be the best that you can be in this demanding profession.

The programme is bespoke to your individual needs and is built around you. The work you undertake will be connected to your performance management cycle to ensure that you can truly focus on mastering improvements.

All City Learning Trust employees also have access to a range of benefits, discounts, salary sacrifice schemes and well-being support packages to allow them to be the best they can be for our young people - always.

During the CPD programme, you will have the opportunity to:

- Network with colleagues across the Trust;
- Undertake professional research into your area of development;
- Arrange professional discussions for coaching and mentoring;
- Participate in #CLTtogether events;
- Use the time to progress your own national professional qualifications;
- Arrange visits to our partner academies;
- Participate in holistic well-being opportunities.



## Building Talent programme

The City Learning Trust has developed its own talent management strategy as part of its Professional Growth commitment.

We are entirely committed to nurturing the talents of our workforce's aspirations to have as broad an impact as possible for the benefit of our young people.

If you have a particular goal in mind for your career, we are committed to supporting you in your Professional Growth journey.

## Rewards and Recognition

This is key to the development of our City Learning Trust culture.

As an employee of ours, you will be recognised for your efforts through:

- Access to a range of salary sacrifice schemes, extending from healthcare benefits to discounts on personal electronic devices;
- Regular engagement to consult with you about your experience as a colleague in the City Learning Trust and your opinions on how we could do things differently;
- Recognition from a whole Trust awards event that celebrates your success and commitment across the year.



# Person Specification

## Qualifications and Education:

Appropriate certificates relevant to this role – **desirable**

GCSE Grade C or above in English and Maths – **desirable**

## Skills and Attributes:

Effective communication and interpersonal skills, with the ability to build positive relationships with students, colleagues and parent/carers – **essential**

Highly organised, able to prioritise workload, meet deadlines and remain calm under pressure - **essential**

Able to follow instructions, recognise procedures and operate in a safe way - **essential**

To work in accordance with academy safeguarding policies and procedures - **essential**

## Experience and Knowledge:

Working in an education environment – **desirable**

Working knowledge of Microsoft Office – **essential**

