



# DIRECTOR OF INCLUSION AND ASSURANCE

VALLEY INVICTA ACADEMIES TRUST



JOB DESCRIPTION	
Job Title	Director of Inclusion and Assurance
Pay range	VIAT Level 3
School / Department	VIAT Trust-wide
Base	VIAT Trust Office
Hours	Full-time
Start Date	September 2026
Reports to	Deputy CEO
Accountable to	CEO

**Work alongside:** Directors of Primary Education; Director of Secondary Education

**Key relationships:** CEO, Executive Headteachers, Headteachers, Trust Safeguarding Lead, Data Manager, Governance Professionals, External Advisers (including HMI)

## Purpose of the Role

To provide strategic leadership across the Trust for inclusion, quality assurance and standards, ensuring all schools deliver consistently high-quality, inclusive education and improved outcomes for all pupils, particularly the most vulnerable.

The role will secure a coherent, evidence-informed approach to inclusion and school improvement, reducing variability between schools and strengthening the Trust's capacity as a self-improving system.

## Scope of the Role

- Trust-wide strategic leadership role
- Works closely with Executive Team, Headteachers and Trust leaders
- Influences practice across all schools through systems, QA and leadership development
- May line manage central leaders and/or lead key Trust-wide functions (to be defined)

## Key Responsibilities

### 1. Strategic Leadership of Inclusion

- Lead and implement a clear Trust-wide inclusion strategy aligned to Trust vision and improvement priorities
- Establish a shared understanding that inclusion:
  - Is driven through high-quality teaching and adaptive practice
  - Is the responsibility of all staff
  - Extends beyond SEND to all aspects of pupil experience
- Embed a consistent Trust-wide model for inclusion, including the "Safe, Secure, Successful" framework:
  - Safe – safeguarding and attendance
  - Secure – behaviour, wellbeing and personal development
  - Successful – high-quality teaching and outcomes
- Provide strategic advice to the Executive Team and Trustees on inclusion priorities, risks and impact

## **2. Vulnerable Pupils and Provision**

- Ensure strong, inclusive practice for all vulnerable groups, including SEND, disadvantaged pupils, looked after children, EAL learners and those with SEMH needs
- Oversee the effectiveness of:
  - SEND systems and graduated response
  - Disadvantaged strategy and use of Pupil Premium
  - Alternative provision and inclusive pathways
- Ensure provision across the Trust is:
  - Purposeful, proportionate and evidence-informed
  - Regularly evaluated for impact on outcomes, attendance and behaviour
- Promote effective partnership working with families, external agencies and local authorities

## **3. Quality Assurance and School Improvement**

- Lead the Trust's quality assurance framework, ensuring a coherent Monitoring, Evaluation and Review (MER) cycle across all schools
- Ensure QA activity is:
  - Consistent, evidence-informed and accurately evaluative
  - Focused on impact and improvement, not compliance
- Oversee triangulated evaluation through:
  - Data analysis
  - First-hand evidence (e.g. learning visits, case studies, work scrutiny)
  - Stakeholder voice
  - External review
- Establish a clear Trust-wide improvement model aligned to evidence-informed implementation principles
- Lead the Trust's peer review model, ensuring high-quality training, delivery and follow-up
- Identify, share and embed best practice across schools, reducing variability

## **4. Standards, Data and Outcomes**

- Ensure robust systems for the collection, analysis and use of data across the Trust
- Work with school and Trust leaders to:
  - Evaluate attainment, progress and key group performance
  - Identify trends, strengths and priorities for improvement
- Establish a clear cycle of termly review and accountability
- Hold leaders to account for:
  - Improving outcomes
  - Closing gaps for vulnerable pupils
  - Sustaining high standards

## **5. Safeguarding, Compliance and Governance**

- As the Executive Educational Safeguarding Lead, work in partnership with the Trust Safeguarding Lead to assure safeguarding practice and culture across all schools
- Oversee Trust-wide compliance, including statutory duties and policy implementation
- Ensure governance is well-informed and effective by:
  - Providing clear, accessible reporting
  - Supporting Local School Boards to offer appropriate challenge and support
- Oversee complaints processes, ensuring compliance and identifying themes to inform improvement

- Provide assurance to the Trust Board through clear reporting, risk identification and evidence of impact

## **6. System Leadership and Capacity Building**

- Build strong professional networks across the Trust, including inclusion, safeguarding and leadership
- Work collaboratively with Headteachers, Executive Leaders and Trust Directors to:
  - Provide strategic challenge and support
  - Identify priorities and next steps
- Develop leadership capacity through coaching, collaboration and shared practice
- Contribute to Trust growth by:
  - Supporting new and prospective schools
  - Articulating and modelling the Trust's approach to inclusion and improvement
- Support the development of Trust-wide professional learning to strengthen practice and leadership

## Person Specification

### Essential Experience

- Senior leadership experience within a school or Trust context
- Proven track record of improving standards and inclusive outcomes
- Strong experience of Ofsted frameworks and inspection readiness
- Leadership of SEND/inclusion strategy
- Experience of quality assurance or inspection

### Essential Knowledge and Skills

- Deep understanding of:
  - SEND Code of Practice, Equality Act and safeguarding
  - Inclusive teaching and curriculum design
  - Data analysis and school performance
- Ability to:
  - Triangulate evidence and evaluate impact
  - Lead strategically across multiple schools
  - Influence and challenge senior leaders
  - Communicate effectively at Executive and Board level

### Personal Qualities

- Strong moral purpose and commitment to inclusion
- High levels of integrity and credibility
- Strategic, analytical and detail-focused
- Collaborative, resilient and solution-focused

## Key Success Measures

- Improved outcomes for pupils, particularly disadvantaged and vulnerable groups
- Reduced variability in quality of education across schools
- Consistent, accurate and impactful quality assurance
- Strong inclusive practice evident in all classrooms
- Positive inspection outcomes and external validation
- Strengthened leadership capacity across the Trust

## Summary

This is a critical executive role within the Trust, ensuring that quality assurance, inclusion and system leadership are fully aligned, enabling every school to deliver consistently strong and equitable outcomes for all pupils, while contributing to the continued growth and success of Valley Invicta Academies Trust.

## Safeguarding

As a VIAT employee, you will commit to safeguarding and promoting the welfare of children and young people.

## Equality and Diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Signed		Date	
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