



Job Description: Head of Quality of Inclusion

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| Job Title: | Head of Inclusion |
| Salary: | £48,000 - £52,000 |
| Location: | Greater Manchester |
| Hours of Work: | Monday – Friday 8:15-16:00 (28 Days Annual Leave) |
| Line Manager: | Executive Headteacher |
| How to apply: | Request an application pack from recruitment@fstmanagement.uk |
| Contact Details: | 0330 118 0974 |
| Start Date: | Sept 2026 |

Job Purpose

The Head of Inclusion will provide strategic leadership to ensure that First Steps Together delivers an ambitious, high quality, and fully inclusive offer for all children and families. This role will drive excellence across the organisation's inclusion responsibilities, including oversight of the OFSTED personal development and inclusion strands, ensuring that practice consistently meets and exceeds regulatory expectations.

As a key member of the leadership team, the postholder will lead the SEND provision, champion best practice in early identification and support, and embed a culture where every child's needs are recognised, understood, and met. They will use data, evidence, and professional expertise to develop and implement strategic improvement plans, ensuring that inclusion is integral to all aspects of service design, curriculum, and delivery.

The Head of Inclusion will build strong partnerships with families, professionals, and external agencies, promoting equity, access, and positive outcomes for all children. Through strong leadership, high expectations, and continuous quality improvement, the postholder will ensure that First Steps Together remains a model of inclusive, person centred, and aspirational practice.

Safeguarding

Here at First Steps Together, we're committed to safeguarding the welfare of children and young people and promoting that commitment. We expect all our staff and volunteers to share in it, too, which is why, as part of the selection process, we will carry out all the necessary checks to ensure you don't pose any risk of harm in your role here.

Join us and you'll be expected to actively contribute to our safeguarding commitment and promote child welfare in line with the school's Child Protection Policy. If ever there's a concern or issue, you'll be ready to report it to your Designated Safeguarding Lead or, in their absence, any Deputy Safeguarding Lead.

Key Responsibilities

1. Strategic Leadership of Inclusion

- Lead the organisation's strategic vision for inclusion, ensuring it aligns with the OFSTED Education Inspection Framework.
- Develop, implement, and evaluate an ambitious Inclusion Strategy that drives continuous improvement across all sites.
- Provide expert strategic advice to senior and site leaders, embedding inclusion, SEND, and personal development priorities across curriculum and practice.
- Use data, internal monitoring, and evidence-based insights to identify strengths, gaps, and emerging needs.

2. SEND Leadership and SENDCO Responsibilities

- Act as the senior SENDCO for First Steps Together, overseeing SEND provision across all settings.
- Ensure robust systems for early identification, assessment, and support for children with SEND.
- Line-manage and develop the SEND team to ensure consistent, evidence-based practice.
- Ensure full compliance with the SEND Code of Practice and relevant statutory frameworks.
- Provide expert guidance and model best practice to build staff capability and confidence.

3. Personal Development (OFSTED Strand)

- Lead the strategic development of a cohesive, high quality Personal Development offer.
- Ensure children experience a rich curriculum that promotes character, wellbeing, resilience, independence, and cultural capital.
- Oversee the design, delivery, and evaluation of personal development experiences.
- Embed children's voice, equality, safeguarding, and community engagement into all aspects of personal development.
- Monitor quality and consistency to ensure continual improvement and OFSTED readiness.

4. Quality Assurance and OFSTED Readiness

- Ensure all sites meet or exceed OFSTED expectations for Inclusion, SEND, and Personal Development
- Lead internal audits, observations, learning walks, and impact reviews.
- Ensure sites maintain high quality evidence and documentation that demonstrates impact.
- Provide actionable recommendations and support leaders to achieve sustained improvements.

5. Professional Development and Capacity Building

- Develop and deliver high quality training across inclusion, SEND, and personal development.
- Build a culture of reflective practice, coaching, and continuous professional learning.
- Ensure staff can confidently deliver inclusive teaching and impactful personal development opportunities.

6. Partnerships and Multi Agency Working

- Build strong relationships with families to support collaborative approaches to children's needs.
- Lead partnerships with external agencies to secure coordinated and specialist support.
- Represent First Steps Together in multi-agency forums and strategic discussions.

7. Safeguarding and Governance

- Adhere to all organisational safeguarding policies and procedures, ensuring safe, inclusive practice in all areas of work.
- Recognise, respond to, and appropriately escalate any safeguarding concerns in line with statutory guidance and internal protocols.

Person Specification

Qualifications & Professional Knowledge

Essential

- Qualified Teacher Status (QTS).
- NPQ for SEN (NPQSEN) *or* an equivalent recognised qualification in SEND leadership.
- Strong, upto date knowledge of SEND legislation, the Equality Act, the SEND Code of Practice, and inclusive education practice.
- Upto date understanding of safeguarding procedures and responsibilities.
- Demonstrated commitment to staying current with statutory changes, national policy developments, and research related to inclusion and SEND — and ensuring staff are kept informed and trained accordingly.

Desirable

- Postgraduate qualification in inclusion, SEND, leadership, or a related field.
- Additional specialist training (e.g., mental health, trauma informed practice, behaviour, EAL).
- Accreditation in coaching, mentoring, or leadership development.

Experience

Essential

- Significant, successful experience of leading SEND provision, either as a SENCO, Assistant/Deputy SENCO, Inclusion Lead, or equivalent senior role.
- Experience overseeing or coordinating provision for pupils with diverse needs, including developing and implementing support plans.
- Experience supporting colleagues to embed inclusive and equitable classroom practice.
- Experience working with external agencies, multi-disciplinary teams, or local authorities.
- Experience analysing pupil data to identify trends, monitor progress, and inform strategic improvement.

Desirable

- Experience line managing staff or leading cross organisational inclusion initiatives.
- Experience contributing to inspections, quality assurance processes, or governance reporting.
- Experience designing and delivering CPD related to inclusion, SEND, or safeguarding.

Skills & Abilities

Essential

- Ability to interpret and apply statutory guidance, research, and policy in practical ways that improve outcomes for learners.
- Strong communication and relationship building skills, able to influence and support staff at all levels.
- Highly organised, with the ability to prioritise and manage competing demands effectively.
- Confidence in identifying barriers to inclusion and implementing appropriate solutions.
- Strong analytical skills, with the ability to use data to drive improvement.
- Ability to maintain confidentiality and apply sound judgement in sensitive situations.

Desirable

- Ability to produce high quality reports, guidance, and training materials.
- Competence in using digital tools and systems to monitor and improve inclusion and SEND provision.

Personal Qualities

Essential

- Commitment to equity, inclusion, and improving outcomes for vulnerable learners.
- Reflective, proactive, and research informed in approach.
- Professional integrity, empathy, and a collaborative leadership style.
- Ability to model inclusive practice and champion a culture of belonging.

Desirable

- Creative and innovative, with the ability to lead change positively.
- Resilient, adaptable, and able to remain calm under pressure.

Safeguarding

Essential

- A strong commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of safeguarding principles, including recognising concerns, responding appropriately, and following reporting procedures.
- Ability to maintain professional boundaries, confidentiality, and safe working practices.
- Ability to record concerns accurately and promptly using agreed systems.
- Willingness to work closely with the Designated Safeguarding Lead and follow all statutory and organisational policies.

What We Offer

- Competitive salary and holiday pay
- Term-time working pattern with potential for additional hours supporting school trips
- Comprehensive induction and ongoing training in SEN awareness, first aid, and safeguarding
- A supportive team culture driven by shared purpose and continuous improvement
- Opportunities for career progression within our expanding SEN transport and care network

Review

The nature of this role means that this job description will be subject to an annual review with the potential for amendment or modification at any time after consultation directly with you. It by no means acts as a comprehensive statement of procedures and is just a way of setting out all the main expectations we'll have of you, here in the role as you deliver an impassioned and truly caring experience to our young people.

Acknowledgement

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| Employee Signature: | |
| Print Name: | |
| Date Signed: | |
| Managers Signature: | |
| Print Name: | |

