**Brunel SEN MAT**

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| **Job Title** | **Director of Education Brunel MAT** |
| **Position in Organisation** | Executive Leadership Team |
| **Reports to** | Chief Executive Officer |
| Area of Responsibility | Educational Standards and Quality Assurance |
| **Responsible for (in terms of Educational Standards & Outcomes):** | Headteachers, Education Support Service Leads and College Principal |
| **Main Relationships:** | Chief Executive Officer, Trustees, Governors, Executive Leadership Team |

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| **Main Purpose of the Job**  To lead the Brunel SEN MAT’s education support and improvement services so that everyone makes outstanding progress and achieves positive outcomes, the schools and college secure outstanding Ofsted ratings and are recognised as centres of excellence. To ensure new services are developed as replicable models of best practice. |
| **Duties and Key Responsibilities as part of the Executive Leadership Team –**  **Leading and Managing Education Services Performance**   * Contribute to the development of the organisation’s overall strategy and operational plan, as a member of the Executive Leadership Team * To work with the CEO to develop the overall education quality framework and cycle and ensure that it is understood and implemented across services. This includes working with academic bodies to evidence long-terms outcomes and impact of services. * To assist the CEO to recruit, manage, develop and motivate the Heads of each service. * To assist the CEO to develop the MAT’s educational model and support the service leadership to translate and implement them in the context of their services. * To understand the impact of individual school/college budgets ensuring value for money within education services * Develop the policies and processes relating to education services within the MAT * To assist the CEO to ensure education services are managed in line with organisational policy, statutory requirements and best practice guidance   **Engaging with a range of Stakeholders**   * As part of the ELT work with service users (including children young people and their parents/carers) to understand their needs and inform service planning. * Support the understanding of best practice in SEN education and promote the MAT’s practice externally with key influencers. * Support the development of the Governing Bodies and act as Governor as appropriate. * Act as an ambassador for Brunel MAT and its’ schools and colleges where appropriate.   **Developing and managing a personal work programme**   * Actively participate in the organisation’s performance management processes including the appraisal and competency review process and the induction. * Proactively maintain the knowledge, skills and networks needed to deliver this role. * Work effectively with the Chief Executive, trustees, executive team to fulfil this role and support the work of the organisation. * Support our core values and carry out all responsibilities with due regard to Safeguarding Children/Adults, Health and Safety and Equal Opportunities policies and procedures   ***This job description is not an exhaustive list. The post holder may be required to undertake other duties as directed by the CEO or MAT Board.*** |

**Person Specification**

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| **Qualifications** | **Essential/ Desirable** | **Method of assessment** |
| Educated to degree level, or equivalent written and analytical skills | Essential | Application |
| Qualified teacher | Essential | Application |
| Education leadership or post-graduate qualification | Essential | Application/Interview |
| **Working knowledge of:**  - the policy, practice and regulatory issues affecting the education of children and young people with SEN and their families.  - commissioning and service delivery for these children and their families.  - supporting children and young people with SEND in education. | Essential | Application/Interview |
| **Experience** |  |  |
| Proven track record of developing strategic partnerships with commissioners, agencies and providers | Essential | Application/Interview |
| Proven track record of improving educational standards and practice | Essential | Application/Interview |
| Proven track record of working with service users to co-produce services | Essential | Application/Interview |
| Track record of working as part of an executive team and working with a board | Desirable | Application/Interview |
| Proven experience of leading and managing complex projects | Essential | Application/Interview |