



Astrea Academy Trust

INSPIRING BEYOND MEASURE

SEND Officer

CANDIDATE PACK



Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO at Astrea Academy Trust



Job Description

JOB TITLE:
SEND Officer

REPORTING TO:
Head of SEND and Therapeutic Services

SALARY RANGE:
Band 4T, £34125
(Salary if/once qualified)

ACTUAL SALARY IF PRO RATA:
Optional: Term time only contract available £29,708
(Salary if/once qualified)

CONTRACT TYPE:
Full time, permanent

WORKING PATTERN:
37.5 hours / 52 weeks



Role Description

Purpose

- The SEND Officer will work closely with Education and Therapeutic Team colleagues, in particular with the Head of SEND and Therapeutic Services and the National Lead of SEND and Alternative Provision.
- The purpose of the role is to support the continued improvement of SEND practices across the Trust and to provide vital support to schools and SENCOs in relation to the accurate identification of additional needs.
- The SEND Officer will therefore need a thorough understanding of the graduated approach for SEND, as well as an exceptional understanding of how adaptations and access arrangements can effectively enable pupils with SEND to access an ambitious education.
- In line with the SEND Code of Practice 2014 (and subsequent updates), Astrea policies and other relevant statutory guidance, the SEND Officer will support with the identification of needs and provide advice and strategies to ensure improved provision for pupils across the Trust. This will include liaising with schools to prioritise the completion of clinical screening tools, and support with the application of the graduated response for pupils with SEND, assisting school leaders with Local Authority communication and processes.
- Through targeted and focused pieces of work, the SEND Officer will work at pace and track improvements and impact through the important work they undertake.



Role Description

Main Duties and Responsibilities

- ❑ To promote effective SEND practices across the Trust, ensuring that Astrea standardised approaches are adhered to
- ❑ To keep informed of current legislation, statutory and other guidance with regards to SEND and GDPR
- ❑ To support SENCOs with the accurate identification of special educational needs, through the use of screening tools
- ❑ To provide targeted SEND leadership support to academies and SENCOs, drawing upon an ability to coach others successfully whilst drawing on research and best practice
- ❑ To support SENCOs with ensuring the delivery of targeted interventions and implementation of specialist advice - supporting colleagues with gathering and analysing impact
- ❑ To support the development of inclusive SEND provision and learning experiences for pupils, through the application of the graduated approach (including support planning as part of an Assess>Plan>Do>Review cycle)
- ❑ To support SENCOs with attracting additional funding and securing appropriate provision through liaison with Local Authorities
- ❑ To support with the reviewing of SEND provision across settings, action planning in response
- ❑ To work in collaboration with members of the Education Teams, including SEND and Therapeutic Services, demonstrating effective team work, developing positive working relationships and responding to emerging needs and priorities
- ❑ To support the identification and development of the wider SEND training offer, delivering sessions where required
- ❑ To be committed to the safeguarding of pupils and staff across the Trust and to act in accordance with Trust policies at all times, ensuring a high standard of professionalism
- ❑ To complete additional work as requested (not listed here) that is supportive of improving inclusive provision or leadership

Person Specification

Experience

Previous experience of raising standards for vulnerable groups of learners in an educational setting (or working with a SENCO to raise the standards for vulnerable groups of learners)

Experienced in providing peer support and development - demonstrating excellent team working skills

Experience in monitoring, evaluating and improving standards of SEND through a variety of means

Experience in applying for high needs funding and working with Local Authority SEND teams

Experience of the applying all stages of the graduated approach for SEND (Assess>Plan>Do>Review)

Experience in the use of screening tools (SEND) and the application of access arrangements

Experience of developing and delivering inclusion focused training sessions

Education and Qualification

Hold a Certificate of Competence in Educational Testing, or equivalent *(or willing to complete in first year of employment, with salary negotiable)*

Hold a Certificate in Psychometric Testing, Assessment and Access Arrangements, or equivalent *(or willing to complete in first year of employment, with salary negotiable)*

Evidence of further training and professional qualifications appropriate to the role

Qualified Teacher Status / HLTA with classroom teaching experience *(desirable, not essential)*

Skills and Knowledge

Knowledge and understanding of barriers to learning for SEND, disadvantaged and other vulnerable learners

Knowledge and understanding of evidence-based research in relation to SEND and inclusive teaching

Working knowledge of current educational legislation and guidance; particularly that relating to SEND and Safeguarding

Ability to secure positive relationships with a range of stakeholders, including Principals, Local Authorities and external providers

Ability to gather, interpret and analyse data

Ability to write clear educational reports and recommendations following the completion of SEND screening

Excellent communication skills; both written and oral

Ability to work to tight deadlines, when necessary

Willingness to undertake further training and development, as necessary

Willingness to travel, with some overnight stays expected

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

