

## Job Description

**Job Title:** Regional SEND Director - South

**Reporting to:** OGAT CEO/Chief Executive Principals

**Grade:** Leadership Pay Spine LI-L5 (£39,374 - £43,454)

### Overall purpose of the post:

- Named SENCo for all academies within your region
- Ensuring that all statutory and legal requirements are met for students with SEND across all academies in the region
- Ensuring that all statutory, legal and moral requirements are being met by the academies in relation to safeguarding children and young people
- Having the overview of monitoring and tracking of all SEND and vulnerable children in their region
- Carrying out the professional duties of a teacher as circumstances may require and in accordance with Trust policies, under the direction of the CEO.
- Contributing, where appropriate, to developing policies and practice and to promoting collective responsibility for their implementation.
- Lead the Additional Resource Provision for Medical and Disability.

### Main duties and responsibilities:

- To ensure that safeguarding, SEND and Inclusion facilities and provision are effectively led and managed
- To ensure all statutory and legal requirements are met for students with SEND
- To advise on the provision for students with SEND and provide professional guidance to staff in the area of SEND and Inclusion
- To advise and update the Executive Team on changes to legislation, good practice and statutory responsibilities to ensure that practice across the Trust is of outstanding quality
- Ensure all academies within the region have trained and named Designated Safeguarding Leads and Deputies, and training is up to date and in line with statutory requirements
- Monitor the quality of SEND support and teaching (TA's and teachers)
- Liaising with and supporting academies with the contribution of external agencies for SEND pupils and provision
- Monitor and analyse the attainment and progress of students with SEND and vulnerable students, and work with leaders of Deep Support on appropriate intervention packages
- Support and influence teaching to promote outstanding pedagogy
- Lead on CPD to teaching and support staff in maximising achievement for SEND and vulnerable students
- To lead and deliver appropriate Trust-wide training as required
- Ensure the co-ordination of special arrangements in external examinations for students with specific requirements

- Support and develop initiatives to improve standards of literacy and numeracy including the use of Pupil Premium and Year 7 Catch Up funding
- Develop staffing structures across academies that ensure effective support for SEND and vulnerable students, ensuring efficient deployment of resources at academy and regional levels
- Quality assure and monitor the quality of EHCP reviews across the region, ensuring that all statutory responsibilities are in line with SEND Code of Practice
- Develop systems and infrastructure to ensure ease of communication and fulfilment of statutory responsibilities
- To attend and contribute to internal and external meetings as required.
- To assume the authority of a member of the Senior Leadership Team in all academies
- To advise on all matters relating to safeguarding, including the management, recording and actioning of safeguarding concerns
- To regularly monitor and review the procedures in place for safeguarding management to ensure that all academies in the region are meeting all statutory and moral obligations.
- To contribute towards the performance management of Inclusion Coordinators
- To comply with all Trust and academy policies and procedures at all times, including, but not limited to, safeguarding, health and safety and employment policies.
- To comply with the Trust's policies, protocols and procedures at all times;
- To undertake other reasonable duties as required by the Trust;
- To uphold and promote the Trust's Child Protection and Safeguarding policies and procedures and ensure they are adhered to by all staff;
- To promote the safety and wellbeing of students.

### **Special Attributes**

- The postholder shall be required to work in any of the schools/academies within the Trust as directed by the Chief Executive.
- The postholder will assume a role within the Senior Leadership Team within the academies they work.
- Ability to work flexibly as part of a team;
- Strong verbal and written communication skills;
- Ability to work to tight deadlines in a busy working environment;
- Willingness to develop own skills and experience;
- To remain up-to-date with new legislation and legal requirements.

### **Special Features**

- Post is employed in School Teachers' Pay and Conditions
- Base will be confirmed within the identified region although the successful applicant will be required to work at all the academies across the Trust as required.
- Current driving licence and access to a vehicle for business use is essential to carry out regular visits to the Trust's academies and other schools supported by the Trust.

### **Personal Contacts**

**External:** Parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Trust.