

**Assistant Director: SENDV**

**Application Pack**



**Welcome to CMAT**

Dear applicant,

Our trust was originally created to enable the governors and leadership of Swavesey Village College to enter a competition to promote the new schools in the proposed community of Northstowe - a new town between Swavesey and Cambridge. Our all-inclusive, all-through vision of schools working together as part of a family, forged then, has been our driving force since 2006.

Cambridge Meridian Academies Trust (CMAT) was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success.

Our family now consists of eight secondary schools and one upper school. The trust is due to open 2 secondary free schools in the coming years and is also the approved sponsor for a Greater Peterborough UTC (expected to join us in June 2021). The trust operates five primary academies and one junior academy, with the latest becoming part of the family in January 2021. We are delighted to be working with the Sharnbrook Academy Federation on the transfer of their 2 secondary and 3 primary schools into CMAT prior to the 2021-22 academic year.

In 2020, we were proud to open our first special school, Martin Bacon Academy in Northstowe, which was joined at the start of 2021 by The Harbour School in Cambridgeshire. Our original vision of an all-through, all-inclusive trust was achieved. It only took nearly 14 years! At the start of the next academic year over 14,000 students will attend a CMAT school.

We operate within a relatively close geographical area to enable the sharing of expertise and the easy direction of capacity to support. Our defined area is of operation is 20 miles around Cambridge and Peterborough, and the main communication routes between.

Students thrive in CMAT academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No CMAT academy has ever undergone an Ofsted inspection resulting in anything other than an improved outcome. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We maintain a very close mutually supportive relationship with the Cambridge Primary Education Trust (CPET), and with other MAT partners through the Cambridge Teaching Schools Network (CTSN) and the Whole Education network. We operate The Cambridge Partnership, one of the largest initial teacher training providers in the East, and Leadership East further strengthens our capacity and commitment to professional development. We also provide support to a number of other trusts and academies.

CMAT exists to provide, support, and champion high-quality education at the heart of local communities. As members of the CMAT family, academies aim to unite their pupils, families, and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise its contribution to the wider community.

We hope that you will choose to apply to become part of our family.

Yours faithfully,

**Mark Woods**

**Chief Executive Officer**

**Vision and Values**

**Our Vision:** High-quality educational provision for all at the heart of local communities

**Our Mission:**To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

* Every child is a successful learner, confident individual and responsible and employable citizen
* Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders

**Our Values:**

**Pursuit of Excellence**

* By expecting this of every person, every day
* Rejecting outright any sense of complacency
* Continually striving for the creation of a true meritocracy
* Promoting and celebrating elite performance inside school and in the wider world

**Value our People**

* Appreciating the incredible trust placed with us in educating young people and serving our community
* Valuing the diversity and qualities of our staff and students
* Ensuring that all students and staff feel known, appreciated and supported
* Committing whole-heartedly to collaboration within, between and beyond our academies

**Achievement for All**

* Ensuring that every student achieves their maximum potential
* Maintaining a relentless sense of optimism
* Removing barriers to learning
* Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

**High-Quality Learning Environment**

* Providing high quality buildings, engaging classrooms and excellent sporting facilities
* Delivering innovative learning resources and materials
* Ensuring a well-disciplined and caring environment
* Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age

**Extending The Boundaries of Learning**

* Providing positive memorable experiences inside and outside of the classroom
* Providing a diversity of experience to all
* Opening up the world to all students
* Securing the very best future educational and vocational experiences for our students

**Academies within the Trust**

[www.cmatrust.co.uk/our-schools](http://www.cmatrust.co.uk/our-schools/)

**The Role**

Our exceptional team has led Cambridge Meridian Academies Trust (CMAT) to be the highly successful trust it is today; 10 years since it was formed.

We are now seeking an inspirational and innovative candidate to help us build on this foundation and be CMAT’s Assistant Director of SENDV.

This is a fantastic new post driven by our determination to maintain our absolute commitment to high quality provision for all as we continue to grow. By the start of the new academic year, CMAT will be a family of 23 academies (primary, secondary and SEN) providing a first-class education for more than 14,000 young people. The trust operates in a tight geographical area: 20 miles around Cambridge, Peterborough and the main routes between.

2021 will be the year in which CMAT develops faster than it ever has before. With The Harbour School, The Bluecoat School, Greater Peterborough UTC, Sharnbrook Academy, Lincroft Academy, Oakley Primary Academy and Harrold Primary Academy all set to join within this year, we believe this role will be crucial in ensuring the continued success of our inclusive, appropriate provision for pupils who have SEND or are vulnerable.

The new Assistant Director of SENDV will work closely with the Executive Principal SENDV and all academy leaders to ensure that the trust’s goal of improving the life chances of SENDV pupils is fully realised. They will contribute to establishing innovative and successful practice, supporting wider school improvement activity.

Candidates must be committed to inclusive, high quality provision for all, regardless of background and need, enabling all to fully access and enjoy their education at any of our CMAT academies. They will need to care passionately about the success and wellbeing of children and young people and inspire others to feel the same. They will need a tenacious drive for excellence, openly celebrating success and challenging underperformance through rigorous yet respectful leadership.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff are subject to an enhanced check with the Disclosure and Barring Service.***

**Job Description**

**Title:** Assistant Director: SENDV

**Pay Range / point:** CMAT Leadership Scale: L17-21

**Responsible to:** EP SENDV

**Start Date**: September 2021

**Location:** Primarily based at Northstowe Learning Campus and working across CMAT schools as required

**Responsible to:** EP SENDV

**Introduction**

All members of the Cambridge Meridian Academies Trust (“the trust”) staff are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

* Modelling the core values of the trust at all times
* Nurturing pupils’ passions and interests and stimulating their intellectual curiosity
* Continuously raising pupils’ aspirations and self-esteem
* Ensuring the highest possible outcomes for pupils
* Evolving an equitable curriculum
* Supporting our inclusive ethos

The job description is subject to general conditions of service for a Senior Leader in the School Teachers Pay and Conditions Document. This job description is not prescriptive and may be changed, in consultation with the postholder, to meet the changing needs the trust.

**Key purpose**

To work with the EP SENDV to:

* Raise standards in learning and attainment through inspiring leadership, quality assuring, coordinating and developing the provision for children with Special Educational Needs and Disability (SEND) and for those who are vulnerable (V); monitoring standards and assessing progress across all trust academies
* Through leading the trust SENCo networks, drive the developing, joined-up approach across all academy provision to deliver the highest levels of inclusion, attainment, achievement and attendance for all young people with SEND and / or who are vulnerable
* Engage with research, national bodies, sources of excellence and the wider practitioner community to continually improve and enhance provision for the most vulnerable children and young people in the trust
* Champion the best practice and inspire all practitioners to enable every child and young person to achieve their potential

**Main activities**

* Work alongside the EP SENDV to ensure every academy has effective leadership of SENDV and quality assure this work
* Share the responsibility of leading the trust SENCo network group
* Advise on all aspects of SEND arrangements across the trust
* Support academies across the trust to be creative and innovative in their approach to high quality, appropriate provision. Ensure efficiencies are gained in any cross-trust provision
* Secure high-quality teaching and learning for pupils with SEND and / or who are vulnerable ensuring the effective implementation of Education Health Care Plans, APDRs, Individual Behaviour plans and systems in place to ensure the graduated approach is used well
* Work alongside the EP SENDV to ensure adequate training and staff development needs are met with the ambition to evidence that all SEND and vulnerable pupil leads have the opportunity to demonstrate outstanding performance and contribution to SEND provision
* Support each school to establish a nurturing culture and an appropriate provision for pupils with complex needs
* Support SENCOs in the successful deployment of staff and resources across their school
* Maintain an up-to-date knowledge of change in SENDV legislation and research providing leaders and SENCos with updated information and recommended responses as necessary
* Ensure academy websites effectively fulfil the statutory requirements for the publication of SEND and PP information
* Ensure high quality information regarding the trust, academy and local offer is available to parents

**Other Responsibilities**

## **SENDV Performance**

* Support SENCos to implement effective approaches to setting baselines for pupils who have SEND and monitoring progress against these
* Analyse assessment and performance data at individual school and trust level on a termly basis with a view to improving outcomes for pupils with SEND
* Review the use and impact of additional funding (Top Up). Use the information gained to inform and improve the provision for these pupils

## **Relationships and Partnerships**

* Inspire, motivate and enable SENCOs to carry out their roles to the highest standard through coaching and professional development
* Establish effective partnerships with other trusts and local authorities to develop and improve SEND provision, including implementing additional and appropriate provision of high quality for pupils who need it on a long or short term basis
* Encourage and support the participation of leaders and teachers in local SEND networks to enable improved outcomes for pupils
* Develop strategies to engage the Learner Voice for young people with SENDV to secure views about provision and future opportunities to help ensure the SENDV offer continues to meet young people’s aspirations and expectations

**Safeguarding**

Cambridge Meridian Academies Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the CEO, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust’s and the School’s Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**Person Specification**

Candidates’ suitability for the post will be assessed against requirements and expectations as set out in the National Standards for Principals. During the formal interview stage, the Governing body will explore issues relating to safeguarding and promoting the welfare of children. Before making an application, candidates are asked to match their qualifications, skills, abilities and experience against the criteria listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Essential | Desirable | Measured by |
|  | Qualifications & Training |  |  |  |
| 1 | Qualified Teacher Status | ✓ |  | APP |
| 2 | Good Honours Degree or equivalent (II,i or above) | ✓ |  | APP |
| 3 | Suitable further qualifications – eg SENCo |  | ✓ | APP |
| 4 | Evidence of continuing professional development |  | ✓ | APP, I |
| 5 | Evidence of leading professional development activity | ✓ |  | APP, I |
|  | SEND, Safeguarding & Legislation |  |  |  |
| 6 | Operational awareness and understanding of legislative SEND frameworks | ✓ |  | APP, I |
| 7 | Evidence of strong understanding of child protection issues within a school environment (SENDV focus) | ✓ |  | APP, I |
| 8 | Evidence of Safeguarding, Recruitment and Selection Training |  | ✓ | APP, I |
|  | Knowledge, skills & experience |  |  |  |
| 9 | Evidence as an outstanding SENDV practitioner | ✓ |  | APP, I, RE |
| 10 | Evidence of successful partnership/ multiagency working | ✓ |  | APP, I, RE |
| 11 | Evidence of delivering ‘Outstanding’ SENDV outcomes | ✓ |  | APP, I, RE |
| 12 | Evidence of raising standards of teaching and learning for pupil who have SENDV | ✓ |  | APP, I, RE |
| 13 | Strong knowledge and understanding of SEND needs and interventions | ✓ |  |  |
| 18 | Ability to foster and promote good relationships with all stakeholders | ✓ |  | APP, I, RE |
|  | Personal attributes |  |  |  |
| 19 | Clear thinker and optimistic and resilient person | ✓ |  | I, RE, AS |
| 20 | Excellent interpersonal and communication skills | ✓ |  | I, RE, AS |
| 21 | Think creatively and collegiately to solve problems and identify opportunities | ✓ |  | I, RE, AS |
| 22 | Clear, fully inclusive, educational philosophy | ✓ |  | APP, I, RE |
| 23 | Commitment to continual improvement and challenging norms | ✓ |  | APP, I, AS |
| 24 | Attention to detail | ✓ |  | I |