

JOB DESCRIPTION

POST DETAILS

JOB TITLE: Trust SEND Leader

Responsible for: Teaching Assistants; SEND Teachers; External Support Agencies

PURPOSE OF THE POST

To support the CMAT vision of providing high quality education to develop the whole child.
To provide strategic leadership for the Trust, and support for SENCO's working within each Academy.
To ensure that the provision for children, young people, their parents/carers and schools is of the highest quality.
To ensure the best possible outcomes for the children and young people supported.

ACCOUNTABLE TO: Senior Director of Performance and Standards

DUTIES AND RESPONSIBILITIES – SPECIFIC

1. To shape the future development of the CMAT in line with national and local strategic priorities.
2. To draw up a strategic action plan and monitor progress and performance in implementing such plans.
3. To ensure a high quality of provision for pupils with SEND.
4. To implement a rigorous and consistent system for monitoring the provision for SEND within each academy.
5. To manage and develop the training and development support to school staff in an efficient and effective manner.
6. To ensure the provision of timely advice, support and consistency of policy (including School Information Reports), as necessary, in respect of children and young people with SEND.
7. To support the development of consistent, effective systems for monitoring the progress of individual pupils and cohorts of pupils to inform teaching and learning.
8. To ensure close and co-operative working of SENCO's across the CMAT to enable a consistent, trust-wide approach to the delivery of provision.
9. To develop, monitor and review, with other support agencies, systems for the identification, assessment, monitoring and support for pupils with SEND.
10. To support the recruitment of SENCO's and SEND specific roles, and the professional development of staff.
11. To liaise and work with the trust FD to manage and monitor budget streams linked to SEND.



12. To work with other agencies including LA's, Health and Social Care and other partners to ensure effective support for pupils with SEND and their parents/carers.
13. To maintain up-to-date knowledge of all curriculum developments and national policy updates and their impact upon the effective education of pupils with SEND.
14. To keep up to date with relevant legislation, reports, reviews and research relating to the education of children and young people with SEND.
15. To work with others to develop schools' effectiveness in meeting the needs of children and young people with SEND.
16. To ensure that priority is given to children and young people with SEND who are vulnerable to other forms of educational disadvantage, including children in care, and at risk of exclusion.
17. To ensure that working practices realise positive and productive relationships with parents and carers.
18. To ensure all academies achieve their statutory responsibilities regarding all students with an EHCP.
19. To support schools with any SEND related preparation for Ofsted inspections, including contributions to school self-evaluation when requested.

DUTIES AND RESPONSIBILITIES - GENERAL

To adhere to existing working practices, methods and procedures; undertake relevant training and development activities and to respond positively to new and alternative systems.

To carry out the duties and responsibilities of the post in compliance with the CMAT's equal opportunities policies.

To maintain confidentiality and observe data protection and associated guidelines where appropriate.

Any other work related to SEND as determined by the Trust



PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
SKILLS	<p>The ability to negotiate solutions to problems arising, with a wide range of external agencies, pupils, parents/carers and trust/academy staff.</p> <p>Analyse information and determine the appropriate course of action.</p> <p>Excellent time management skills with the ability to prioritise and meet deadlines.</p> <p>Ability to lead and manage own work effectively and take responsibility for own professional development.</p> <p>Ability to enhance performance by motivating and developing staff, helping them to acquire the skills relevant for the role.</p> <p>Ability to manage a strategic school improvement plan.</p> <p>Ability to achieve objectives and meet targets.</p> <p>Ability to manage difficult conversations with professionalism.</p> <p>Confidentiality as appropriate and as required.</p> <p>Accurate and detailed record keeping.</p> <p>Ability to initiate, develop and co-ordinate staff training at a variety of levels.</p> <p>Ability and willingness to support the development of Trust Board and Local Governing Body awareness of SEND related issues and developments.</p>	<p>High level of sensitivity</p>



KNOWLEDGE	<p>Extensive knowledge of a range of teaching and learning strategies to support pupils with significant and complex learning needs.</p> <p>In-depth knowledge of the characteristics of excellent teaching.</p> <p>Comprehensive and up-to-date knowledge of Special Educational Needs (Code of Practice)</p> <p>Comprehensive and up-to-date knowledge of developments affecting mainstream education</p> <p>An excellent understanding of inclusive teaching and learning.</p> <p>In depth understanding of the Inclusion agenda, and how strategies throughout the CMAT may be organised to ensure that barriers to learning are addressed successfully.</p> <p>Knowledge of Ofsted inspection processes.</p>	<p>Knowledge of all phases of education.</p> <p>Knowledge of the work of the range of agencies engaged in supporting children and young people throughout their education.</p>
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EXPERIENCE	<p>Substantial experience of teaching pupils with significant and complex SEND.</p> <p>Experience of a management role in a SEND specific role.</p> <p>Experience of observing teaching and learning to inform future provision.</p> <p>Experience of applying policies, rules and regulations in an educational context.</p> <p>Evidence of leading, supporting and managing others, both individuals and teams, ensuring high quality performance.</p> <p>Experience of communicating to a wide audience, including teachers, board- members, managers, pupils and parents.</p> <p>Track record of achieving EHCP and top up funding for schools and academies.</p> <p>Experience of enabling successful transition through educational phases (0-25 years)</p>	<p>Experience of leadership and management working within or with a Local Authority (LA).</p> <p>Experience of recruitment and selection.</p>
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QUALIFICATIONS	A teaching qualification NASENCO award	Further qualifications in teaching or leadership and management
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EQUALITIES	A clear understanding of and commitment to Equal Opportunities and Diversity	
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PERSONAL ATTRIBUTES	Willingness to support Catholic life in schools Ability to command credibility and respect Emotional resilience Ability to self-evaluate and reflect Able to adapt to changing circumstances and new ideas Attention to detail Can-do attitude and solution focused approach	
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SAFEGUARDING	Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation	
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The St Ralph Sherwin Catholic Multi-Academy Trust Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The St Ralph Sherwin Catholic Multi-Academy Trust Company is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.