



THE FORGE BROOK TRUST SEND LEAD

RECRUITMENT

APPLICANT INFORMATION PACK

WELCOME TO OUR TRUST



Joseph
Leckie
Academy





TAKE A CLOSER LOOK

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WELCOME FROM THE CHAIR OF TRUSTEES



Dear Colleague,

Thank you for expressing an interest in this post. We are seeking an outstanding person to become the new SEND Lead for The Forge Brook Trust. We are looking for a professional with special qualities, who will help us develop the excellent work already taking place with our schools and strengthen our offer and the provision for our pupils.

This is a really exciting time to join The Forge Brook Trust as we begin to shape the future of this newly formed multi academy trust. The new Trust SEND Lead will play a key role, working as part of a wider executive leadership team, in helping to shape the new MAT, as it grows and develops.

This role will work closely with all of the schools with the The Forge Brook Trust as well as playing a key role in developing the Trust-wide Strategy for SEND.

If you think that you may be the right candidate for this rewarding role, then we look forward to receiving your application.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'L Ingram'.

Mrs Lisa Ingram



WELCOME FROM THE CHIEF EXECUTIVE OFFICER

Dear Potential Applicant,

Thank you for the interest you have shown in our Trust SEND Lead vacancy, here at The Forge Brook Trust.

This is a really important position for our Trust and we are looking for an experienced and dedicated professional who will join us as we enter the next phase of our journey as a newly formed Multi Academy Trust.

We are looking for someone with the right skills, knowledge and experience required to assist our schools to develop the highest possible standards of SEND provisions. As CEO, I firmly believe that recruitment is a two-way process and it is very important for you to find out as much as you can about us before and during the application process and visits and telephone calls are very much welcomed. Along with the information provided in this pack, hopefully this will give you a sense of what we are striving to achieve and how you could play a significant role in this.

The successful applicant will become the first Trust SEND Lead within the newly formed MAT. This is an exciting opportunity to build on our existing arrangements and plans as the Trust establishes and grows over the coming years. Here at The Forge Brook Trust, we have a strong vision and clear aims for everyone. We provide a learning environment where everyone can thrive and enjoy coming to school every day and where students are encouraged to learn and lead together. We are an extremely friendly and supportive Trust with an excellent team of staff and positive relationships that underpin all areas of Trust life. We believe in equality of opportunity and support the wellbeing and achievement of all.

This really is the start of a new chapter for The Forge Brook Trust as we face the future and embrace the opportunities that are presenting themselves. We are a Trust that is proud and respectful of what our schools have achieved and very passionate about moving forward together, making the most of every opportunity, being at the forefront of educational debate and change and making a positive difference to the lives of our students on a daily basis.

If you are interested in finding out more, please email Mrs S Richards, recruitment@theforgebrooktrust.co.uk . Good luck and I look forward to meeting you soon.



Mr James Ludlow

ABOUT THE MULTI ACADEMY TRUST

THE FORGE BROOK TRUST EST. DEC 2024

The Forge Brook Trust (MAT) is founded on the well-established collaboration of schools within the Broadway Family of Schools Cluster Groups, which meet regularly for school-to-school support. The MAT aims to create a unified yet autonomous family of schools that collectively strengthen and stabilize each other through shared expertise, collaboration, and resource efficiency. Its purpose is to enhance teaching and learning, raise attainment across all key stages, and provide students with greater life opportunities while ensuring each school retains its unique ethos and character. The MAT also seeks to build strong relationships with students and their families, promote diversity and inclusion, and foster a sense of shared responsibility for both successes and challenges.

Approval for the creation of our new MAT was granted by the DfE Advisory Board in December 2024 and there is a proposed opening date of May 2025. Key discussions regarding the MAT have focused on its vision, governance structure, and operational frameworks. These include defining trust-wide values, setting up committees, ensuring quality assurance, and structuring the executive leadership and finance teams. Our growth strategy includes the gradual addition of local and potentially regional schools. This will ensure that the scope and opportunities offered by the MAT increase further over time.

This new position of Trust SEND Lead will play a key role within the new MAT and be a pivotal part of an enhancing and supporting our SEND Provision, ensuring high standards of learning for all and a joint approach across all central service areas.

As a brand new role, the successful applicant will play a significant part in building on and further strengthening our SEND departments across the Trust.

The successful candidate will be able to evidence exceptional examples of similar projects, demonstrate a genuine and keen interest in raising standards and attainment and a willingness to work flexibly to meet the needs of the trust.

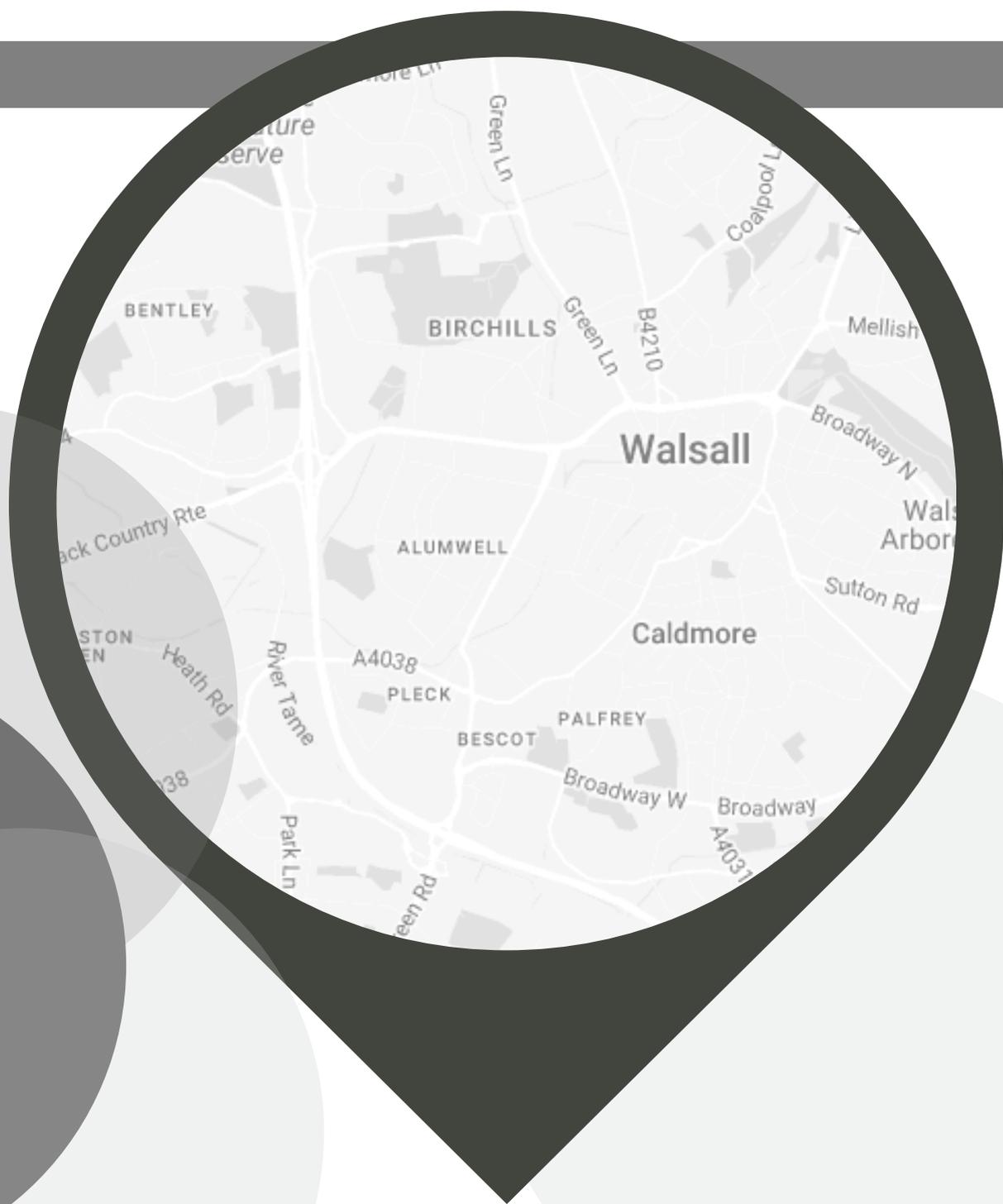
The schools involved are already strong, financially stable institutions with a history of working in partnership and providing support beyond their immediate community. The establishment of the MAT will further enhance this collaboration, leveraging economies of scale to improve financial efficiency and resource distribution. By forming a local solution tailored to Walsall's educational landscape, the MAT aims to drive school improvement and raise standards across the region.



ABOUT THE AREA

Located in the heart of the West Midlands, Walsall is a vibrant and evolving town with a rich history, excellent transport links and a strong sense of community. Walsall is an historically industrial town, rich in heritage, particularly in leather making with the craftsmanship still showcased today, at Walsall Leather Museum. Walsall is very proud of its history and industrial past and this is evident when visiting local areas of interest.

Situated amongst a network of local businesses and stakeholders, The Forge Brook Trust benefits from excellent relationships and links with community organisations such as Walsall Football Club, Barhale Construction, Walsall Learning Alliance, Black Country Innovates, the Walsall Police and Schools Panel and local faith groups and sports teams.



The Forge Brook Trust

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Trust SEND Lead

Work Location: Trust based

Reports to: Chief Executive Officer (CEO)

Salary: L10 -L14 (£62,202 - £68,586)

Accountable to: Trust Board, CEO and LGBs

Links with: All stakeholders

Key Purpose

- Lead the Trust-wide Strategy for SEND
- Raise standards in learning and attainment through co-ordinating the provision for children with Special Needs and Disability (SEND), monitoring standards and assessing progress across schools.
- Lead and direct a joined-up approach across all central service areas to deliver the highest levels of inclusion, attainment, achievement and attendance for all young people with SEND.

Key Responsibilities and Accountabilities

SEND Strategy & Accountabilities

- Co-ordinate and lead on the development of a Trust-wide strategy for SEND and shape the development of the Trust's SEND provision in the short, medium and long term.
- Advocate for SEND children's rights and inclusion
- Safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- Provide support to academies through the delivery of the SEND strategy.
- Develop policy, procedures and embed best practice at strategic and operational level for provision of pupils with SEND.
- Secure consistently high standards of SEND support in all Trust schools through the introduction and embedding of the Trust's SEND strategies, policies and procedures.
- Work with Trust Headteachers and SLT on the strategic development of provision for pupils with SEND.
- Be involved in the appointment of and provide training and coaching support for SENCOs with regard to effective systems and processes for the management of SEND.
- Monitoring, evaluating and supporting broad areas of need – communication and interaction, cognition and learning, social, emotional and mental health difficulties and sensory and/or physical needs – and alternative provision offered by Trust Schools.
- Provide challenge to academies through regular audits of provision and follow-up support as appropriate.
- Ensure the Trust's Inclusion policy and related policies and procedures are followed and adhered to.
- Be responsible for producing an annual Trust SEND development plan and ensuring that identified priorities are successfully addressed.

- Monitor the quality of the SEND provision and disseminate good practice as appropriate.
- Identify key professional development needs and ensure appropriate training is delivered to all relevant staff and monitored for effectiveness.
- Lead and co-ordinate CPD on improving the provision for pupils with SEND.
- Ensure the development and maintenance of a team culture that enables all members of staff to be effective in their respective roles, in relation to SEND.
- Work collaboratively with other professionals, including Local Authorities, to ensure alignment of strategies.
- Prepare regular reports for school and Trust senior leaders on SEND.
- Identify opportunities to develop a Traded Service consisting of training, support and Alternative Provision which can be offered to partner schools and other local settings.

SEND Provision

- Provide advice, guidance and practical strategies to teachers and SENCOs across Trust schools.
- Advise on the SEND arrangements across the Trust.
- Review current provision of external agencies' support for SEND in Trust schools (e.g. SLAs, specialist support services etc) and identify potential areas for improvement, advising both the Trust and individual schools on how to ensure cost-effective, high quality specialist support for all aspects of SEND provision.
- Ensure every Trust school has a SENCO and with the Headteacher, quality assure their work.
- Lead a Trust SENCO network and develop relationships with other SEND networks operating in the locality.
- Contribute to curriculum development to ensure that students with SEND experience a deep and rich curriculum (including careers provision/leadership specialism).
- Support each school to ensure a nurturing culture and bespoke provision for pupils with complex needs.
- Support SENCOs in the successful deployment of staff and resources across their school
- Set up systems for identifying SEND and assessing and reviewing SEND provision.
- Undertake reviews of SEND provision/provision mapping in Trust schools.
- As necessary, advise on application for Education, Health and Care plans alongside the HT and SENCO.
- Work with schools to complete consultation documents for EHCP admissions.
- Ensure compliance with statutory requirements and deadlines.
- Undertake Risk Assessments of non-OfSTED registered alternative provision where this is offered to SEND pupils in Trust schools.
- Ensure a culture of strong home-school engagement with parents/carers of children
- Provide advice and guidance to schools on making reasonable adjustments to meet the needs of pupils with SEND.

SEND Performance

- Work with the Director(s) of School Improvement and Headteachers to review and improve achievement amongst pupils with SEND.
- Analyse specialist assessment and performance data at individual school and Trust level on a half termly basis with a view to improving outcomes for the pupils with SEND
- Arrange for annual external reviews of specialist provision to be undertaken and report findings to School SLT and Trust Board.

The Forge Brook Trust - JOB DESCRIPTION

Relationships & Partners

- Develop strong relationships and effective working arrangements with Trust and school staff.
- Be sympathetic and supportive of the parents and carers of pupils with SEND, ensuring appropriate support and information is supplied.
- Represent the Trust at conferences and events
- Liaise with external agencies, including the Local Authority, as appropriate, to ensure a collaborative approach to Inclusion.
- Motivate and enable SENCOs to carry out their roles to the highest standard through coaching and professional development.
- Establish effective partnerships with relevant Local Authorities and encourage the participation of leaders and teachers in SEND networks where this will lead to improved outcomes for pupils.

Funding/Budget Management

- Ensure that the budget allocated is used effectively and efficiently to maximise its impact on the achievement of the best possible outcomes for pupils.
- In keeping with the Trust's finance policy and systems, ensure that budgetary controls are effective and expenditure is managed effectively.

Accountability

- With Headteachers, be accountable to the Trust for performance and outcomes of pupils with SEND.
- Report on a regular basis, and as required, to the DSI, CEO and the Trust Board on the performance of pupils with SEND.

Other Responsibilities

- Continuously develop own professional practice and keep up to date with all relevant policy developments. Maintain a high level of specialist and legal knowledge regarding all aspects of SEND provision.
- Contribute to the wider work of the Trust, its schools and its communities through partnership working, sharing of expertise and knowledge and voluntary out of hours work.
- Exercise a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Identify and prioritise research and CPD opportunities for the leadership of SEND.
- Carry out any such duties as may be reasonably required by the CEO.

Special Conditions

- You will be required to travel across Trust schools

Health and Safety

- Ensure that Risk Assessments are carried out in line with the Trust's Health and Safety policy.
- Be aware of all health and safety issues and report to the Site Manager, all health and safety problems, accidents and "near misses"
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Any other duties commensurate with the role of SEND Improvement Lead that may be required from time to time.

The SEND Improvement Lead is accountable to the Chief Executive Officer for the standards achieved and the conduct, management and administration of SEND, subject to any policies that the DfE and the Trust shall make.

Other Role Requirements

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- To uphold the Trust's policy in respect of Child Protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder is required to support and encourage the ethos and objectives, policies and procedures of the trust as agreed by the trustees / Board of Governors.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- The post holder may be required to perform any other reasonable tasks after consultation with the post holder.
- All staff members are required to participate in the Trust's agreed appraisal scheme, and adhere to the Staff Code of Conduct.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. The Forge Brook Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.

The Forge Brook Trust - PERSON SPECIFICATION

Education/Qualifications	Desirable	Essential
Graduate with Qualified Teacher Status		X
SENCO qualification or equivalent		X
Evidence of continued professional development in inclusive practices		X
Masters Level qualification	X	
Substantial experience as a Senior Leader in a school, MAT, as an SLE or Education Adviser, including responsibilities for SEN		X
Coaching and mentoring colleagues		X
Able to demonstrate substantial and successful experience of service leadership and management of inclusion		X
Experience in the analysis of performance data and its use to secure improvement	X	
Proven experience of effective collaborative working and stakeholder engagement		X
Experience in designing and delivering effective professional development	X	
Experience of supporting pupils at nursery, primary and secondary level		X
Up to date knowledge in SEND, including national policy, pedagogy, curriculum, assessment, behaviour management strategies, inspection finding and statutory requirements		X
Knowledge and understanding of key partnerships and processes that meet the needs of children and young people with SEND		X
The skills and knowledge to design effective professional development programmes and materials		X
The ability to plan strategically across a number of schools and to quality assure implementation	X	

The Forge Brook Trust - PERSON SPECIFICATION

Skills & Attributes	Desirable	Essential
Excellent interpersonal and communication skills		X
Well developed coaching and mentoring skills	X	
The ability to embrace, adopt and put in to practice the Trust's approach to inclusion		X
The ability to analyse performance data and use it to secure improvement		X
The ability to write concise and accessible reports	X	
An inspiring leader with personal drive and tenacity to motivate, empower and support individuals		X
Confident and will to challenge traditional assumptions		X
Energetic, enthusiastic and resilient, along with being action and solution focussed		X
Politically sensitive in the complex environment of safeguarding	X	
Committed to self-development and development of others		X
Highly resilient and determined in the face of challenges		X
A strong commitment to supporting and promoting safeguarding, equality and diversity		X
Empathetic to the families of children with SEND and willing to support them to improve outcomes for their children		X
Supporting of the Multi-Academy Trust model and ethos of the Trust		X
Current driving licence and willingness to travel		X

The Forge Brook Trust - APPLICATION PROCESS

How to apply:

Please apply by completing the application form which is available here.

As part of the application, you are requested to **submit a personal statement** of no more than 1000 words stating clearly how your knowledge, skills and experience meet the criteria set out in the person specification.

Applicants must **complete all sections of the application form in full**. Incomplete applications will not be considered for shortlisting. Your completed application form, including your personal statement, should be sent to recruitment@theforgebrooktrust.co.uk

The **deadline for applications is midday on 28th April**. We reserve the right to close vacancies early if we receive a high volume of applications, therefore we encourage interested candidates to apply as soon as possible.

Shortlisted candidates will be informed as soon as possible. References will be taken up shortly after shortlisting and prior to interview using the contact details supplied on your application form. Please ensure the contact details are correct to avoid any unnecessary delays.

To obtain an application form, please email recruitment@theforgebrooktrust.co.uk or visit the website of any one of our schools.

Interviews will take place w/c 5th May 2025.

The Forge Brook Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.

It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.

The Forge Brook Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos.

We welcome applications regardless of age, disability, gender, ethnicity or religion. Joseph Leckie Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service.

THE FORGE BROOK TRUST



Joseph
Leckie
Academy



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CEO: Mr James Ludlow



www.theforgebrooktrust.co.uk