

Candidate brief for the position of: **Trust SEND Lead**

Application Deadline: 9am on Monday, 21st April 2025

Suitable candidates may be interviewed before the closing date and Inicio Educational Trust reserves the right to withdraw the advert if an early appointment is made.





Dear Applicant,

Thank you for expressing an interest in our exciting new post of Trust SEND Lead at Inicio Educational Trust. This pack tells you more about our Trust, the role and the person we are looking for.

As a Trust, we now comprise of seven primary schools, one junior school and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page. Our increase in size is as the result of a recent merger, so it is a very exciting time to join the trust as we plan forwards on how our family of schools work together for the benefit of the communities we serve. We see this new role as instrumental with supporting the excellent professionals we have working across our schools to further enhance the offer in place for children with specific educational needs and disabilities.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

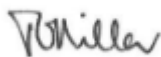
This is a wonderful opportunity for an experienced and qualified professional with drive, ability and creativity who can make a real and direct impact upon on our children with specific educational needs and disabilities. We are fortunate to have excellent staff across our schools who are passionate to support every child and we are keen to develop our SEND team professional network Trust wide to enrich our knowledge and provision.

This post is available from September 2025 and would suit someone who has experience of driving positive change in schools with a proven track record within the SEND arena. It provides a great opportunity for anyone who wishes to utilise their skills, knowledge and experience to make positive impact across a larger organisation.

Please complete the application form as fully as possible, and if you have any questions about the role please contact Rob Leitch, our Director of School Improvement, in the first instance: RLeitch@iniciotrust.org

We very much look forward to receiving your application.

Yours sincerely



Terry Millar
Chief Executive

Our Executive Team



Jill Wyman
Chief Financial Officer



Nicola Diamond
Chief Operations Officer



Terry Millar
Chief Executive Officer



Harry Hope
Executive Headteacher Primary



Rob Leitch
Director of School Improvement

Our family of schools



Biggin Hill Primary School
Headteacher: Kate Lawrence



Bullers Wood School for Boys
Headteacher: Gary Streatfield



Bullers Wood School for Girls
Headteacher: Simon Hardwick



Charles Darwin School
Headteacher: Aston Smith



Chelsfield Primary School
Headteacher: Abigail Carter



Chislehurst School for Girls
Headteacher: Maria French



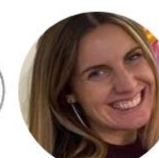
Darrick Wood Junior School
Headteacher: Andrew Kilgour



Green Street Green Primary School
Headteacher: Mandy Kaur



Orchard Way Primary School
Headteacher: Andrew May



Pratts Bottom Primary School
Headteacher: Abigail Carter



The Highway Primary School
Headteacher: Emma Hodson



Tubbenden Primary School
Headteacher: Stacey Taylor

Our values

- **Excellence** - We hold the highest standards and have great aspirations for our children, encouraging them to seek out and take hold of opportunities.
- **Collaboration** - We are stronger together, and commit to sharing expertise to empower and inspire all individuals to thrive.
- **Inclusion** - We strive to remove barriers to learning wherever they exist, and have a shared expectation in everyone to achieve in an ever-changing world.



Position Summary: Trust SEND Lead

TRUST SEND Lead

REPORTS TO:	Director of School Improvement
SALARY:	Leadership Scale L4 to L8 £34,533 -£37,870 (0.6 of FTE £57,556-£63,117) scale dependant on experience and qualifications
HOURS:	3 days per week (19.5 hours a week)
START:	September 2025

We are seeking to recruit an exceptional individual to join our shared services team as Trust Special Educational Needs and Disabilities (SEND) Lead. The successful candidate will, lead in delivering the Inicio Educational Trust strategic vision for SEND provision across our family of schools.

Reporting to the Director of School Improvement (DoSI) they will provide high quality management of the Trust's SEND Policy, supporting each school within the Trust to deliver excellence in SEND practice.

The role has been created to lead and oversee the SEND provision across the Trust. The SEND Lead will ensure the highest quality of education and support for children with SEND, empowering school leaders and staff to deliver inclusive and impactful teaching practices. The role is instrumental in shaping the strategic direction, promoting consistency, and driving improvements in SEND provision across both our primary and secondary settings.

Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at our Trust, where expectations are high and there is a strong focus on student achievement.

THE ROLE

Job purpose including main duties and responsibilities

Main objectives of the post

The Trust SEND Lead is responsible for delivering the Inicio Educational Trust strategic vision for SEND provision across our family of schools. Reporting to the Director of School Improvement (DoSI), they will provide high quality management of the Trust's SEND Policy, ensuring that the Trust meets all statutory requirements in relation to SEND provision, supporting each school within the Trust to deliver excellence in SEND practice.

The Trust SEND Lead will support the internal quality assurance cycle for SEND and act as the strategic contact for all external bodies and local authorities, leading dialogue on external funding and Trust-wide systems and structures.

Key Accountabilities

- 1. Empowering Excellence in SEND Leadership**
Provide expert guidance and support to all Inicio school SENDCos, ensuring they achieve and maintain the highest standards of professional qualification and training necessary to deliver exceptional SEND provision.
- 2. Leading the Trust-Wide SENDCo Partnership**
Chair and lead the Inicio SENDCo Partnership Group, fostering collaboration, sharing best practices, and driving consistent, high-quality outcomes for SEND provision across all schools in the Trust.
- 3. Driving Strategic Improvement**
Develop and oversee the implementation of a comprehensive Inicio-wide SEND Improvement Plan, monitoring its progress rigorously across individual schools and at Trust level to ensure transformative impact for SEND pupils.
- 4. Streamlining SEND Provision with Cutting-Edge Systems**
Spearhead the implementation of a unified software system to enable Trust-wide monitoring of SEND provision, financial investment, and measurable impact, ensuring accountability and data-driven decision-making at every level.
- 5. Cultivating Professional Growth**
Enhance and expand existing SEND CPD programs for all LSAs/TAs/HLTAs and wider SEND support staff, creating structured career-stage pathways and professional learning opportunities aligned with the Trust's vision of a pioneering Learning Hub.
- 6. Maximising Expertise Across the Trust**
Conduct a Trust-wide SEND skills audit to identify and strategically develop expertise, enabling the sharing of best practices and resources for SEND pupils.
- 7. Ensuring Accountability and Excellence**
Collaborate with Headteachers and the Director of School Improvement (DoSI) to deliver a rigorous annual SEND audit in every school, ensuring high standards of provision in alignment with the Trust calendar.
- 8. Building Strategic Partnerships**
Act as the Trust's principal representative in forging strong relationships with local authorities and external partners, particularly in finance-related SEND matters, to ensure effective collaboration and resource allocation.

9. Maintaining Compliance and Forward Thinking

Monitor and advise Trust and school leaders on updates to regulatory systems, legislation, and DfE guidance, ensuring SEND provision remains compliant and aligned with national best practices. To additionally lead, upon request, internal reviews of pupils’ provision.

10. Engaging Families in SEND Success

Establish consistent and meaningful engagement opportunities for parents and carers, reviewing their feedback to enhance the quality and impact of SEND provision Trust-wide.

11. Measuring and Reporting on Outcomes

Oversee the analysis of progress and outcomes for SEND pupils across the Trust, aligned with the annual assessment and reporting calendar, ensuring transparency and continuous improvement.

12. Driving Ad Hoc Initiatives

Undertake additional responsibilities and assignments as determined by the CEO, Trust Board, or Director of School Improvement, contributing to the broader success and strategic goals of the Trust.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training

Elements of this job description may be changed following consultation with the CEO and Director of HR.

Person Specification

Qualifications & Education	E	D
Qualified Teacher Status	x	
National Award for SEN Coordination (SENDCO) / NPQ SENDCO	x	
MA or equivalent in SEND-related field		x

Experience and Knowledge	E	D
Significant experience of working in a multi-disciplinary SEND role.	x	
Experience of developing and delivering SEND training to education staff, at both primary and secondary phase.	x	
A strong understanding of SEND funding and experience in working with local authorities.	x	
Experience of conducting peer review/similar quality assurance processes to support continuous improvement in provision.		x
An understanding of delivering SEND provision effectively in different contexts.		x
Experience of facilitating partnership working and collaboration		x

Skills	E	D
Excellent organisational and administrative skills and the ability to prioritise work and meet stretching deadlines	x	
The ability to establish and develop relations with Senior leaders, Trustees and external partners and stakeholders	x	
Has experience in managing the performance of staff and cultivating highly motivated team	x	

Personal Attributes	E	D
High personal standards of integrity and probity	x	
Enthusiasm, vision, drive, adaptability and resilience	x	
Have consideration of the views of others	x	
Commitment to own and others' personal development	x	
Able to understand and develop your own emotional intelligence	x	
A commitment to the safeguarding, welfare and achievement of the pupils	x	
Ability to prioritise and delegate effectively	x	

Special Requirements	E	D
Be able and willing to work outside normal hours in order to meet the demands of the role	x	

KEY

E or D—Essential or Desirable

Application Procedure

- I. Read carefully all the information about this post.
- II. If you have any questions, or would like to discuss the role further, please contact Rob Leitch in the first instance: RLeitch@iniciotrust.org
- III. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

- IV. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- V. Send your completed application form to wandrews@iniciotrust.org

Application Deadline: Monday, 21st April 2025 at 9am
Interviews: Friday, 25th April 2025

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-employment Checks

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



Inicio Educational Trust

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