

Job description

Head of Inclusion and SEND
Key Purpose
<ul style="list-style-type: none"> • Develop the Trust- wide Strategy for SEND • Raise standards in learning for children through improving provision at a strategic level • Working closely with the CEO, develop a joined- up approach to deliver the highest levels of inclusion, attainment, achievement and attendance for all children with SEND
Key Responsibilities and accountabilities
<ol style="list-style-type: none"> 1. SEND Strategy & Accountabilities <ul style="list-style-type: none"> • Develop and lead on a Trust- wide strategy for SEND • Provide support to schools through the development of the SEND strategy • Develop policy, procedures and best practice at strategic and operational level for the provision for pupils with SEND • Secure high standards of SEND support in all Trust schools • Work with the Trust Headteachers in the development of the SEND strategy • Monitor, evaluate and support broad areas of need • Identify need, develop and deliver high quality CPD for Trust Sencos, SLTs and Governors • Monitor the quality of SEND provision across the Trust and disseminate good practice as appropriate • Work collaboratively with other professionals, including the LA • Develop a Trust network with outside agencies • Prepare regular reports for Directors 2. SEND provision <ul style="list-style-type: none"> • Provide guidance, advice and practical strategies to teachers and SENCos across the Trust • Advise on SEND arrangements cross the Trust • Commission and quality assure SEND specialist services • Lead a Trust- wide SENCo network • Secure high quality teaching and learning for pupils with EHCPs • Support schools to make reasonable adjustments • Support SENCos with suitable deployment of resources • Working closely with the CEO, develop a Trust handbook of rationales, principles and best practice to facilitate high outcomes for SEND children • Review the systems to identify SEND needs • Deliver training on provision mapping 3. SEND performance <ul style="list-style-type: none"> • Work with the CEO and Headteachers to review and improve achievement of children with SEND • Analyse SEND data across schools and write reports for Directors

<p>4. Relationships and Partners</p> <ul style="list-style-type: none"> • Develop strong relationships and effective working arrangements with Trust and school staff • Represent the Trust at conferences and events • Liaise with external agencies • Motivate and enable SENCOs to carry out their roles <p>5. Funding/budget management</p> <ul style="list-style-type: none"> • Ensure that the budget allocation is used effectively and efficiently to maximise support <p>6. Accountability</p> <ul style="list-style-type: none"> • Report on a regular basis to the CEO and Directors
Other responsibilities
<ul style="list-style-type: none"> • Continuously develop own professional practice to keep up to date with national agendas • Contribute to the wider working of the Trust • Exercise a commitment to safeguarding and the promotion of the welfare of children • Carry out such duties as may be reasonably required by the CEO
Special Conditions
<ul style="list-style-type: none"> • You will be required to travel across Trust schools

Person Specification

Head of Inclusion and SEND		
	Desirable	Essential
Education and Qualification		
Graduate with QTS		X
SENCO qualification		X
Evidence of professional qualification		X
Masters Level Qualification	X	
Experience	Desirable	Essential
Substantial experience as a senior leader in a school or MAT, with references to responsibilities for SEND		X
Coaching and mentoring colleagues		X
Able to demonstrate successful experience of leadership with SEND		X
Proven experience of effective collaborative working		X
Experience in designing and delivering professional development to others		X
Abilities, Skills and Knowledge	Desirable	Essential
Up to date knowledge of SEND		X
Knowledge and understanding of key partnerships	X	
The skills and knowledge to design CPD		X
The ability to plan and develop strategy across a number of schools		X

Excellent interpersonal and communication skills		X
Well developed coaching and mentor skills		X
The ability to analyse performance data		X
The ability to write concise and accessible reports		X
Personal Qualities	Desirable	Essential
An inspiring leader with a personal drive and tenacity to motivate others		X
Confident and able to challenge assumptions		X
Resilient and solution- focussed		X
Politically sensitive	X	
Committed to one's own professional development		X
A strong commitment to the Trust and its Christian values and ethos		X
A strong commitment to the supporting and promoting of safeguarding		X
Current driving licence		X

Safeguarding

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

The successful candidate will be required to meet all elements of safer recruitment and will be subject to an Enhanced DBS check.

The successful candidate will be required to work within safeguarding policy and procedures.