



## JOB DESCRIPTION

### NAME:

POST: Assistant Director – SEND

GRADE: 11 SCP 39 – 42

### RELATIONSHIPS:

Reporting to Director of School Improvement and Chief Education Officer

### PURPOSE:

The purpose of this role is to provide Trust wide strategic leadership on inclusion and SEND as a member of the Trust’s Executive Leadership Team:

- Lead the Trust-wide strategy for SEND.
- Raise standards in learning and wider outcomes 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/provision to deliver the highest levels of inclusion, attainment, achievement and attendance for all children and young people with SEND.

## MAIN DUTIES & RESPONSIBILITIES

### SEND STRATEGY & ACCOUNTABILITIES

- To promote and support Authentic Education's culture and encourage staff and pupils to follow this example.
- Co-ordinate and lead on the development of a Trust-wide strategy for SEND.
- 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 SENDCOs and provide training and coaching support for SENDCOs.
- 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.
- Monitor the quality of the SEND provision and disseminate good practice.
- 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 of a team culture that enables all members of staff to be effective in their respective roles, in relation to SEND.
- Work with the Director of School Improvement, Chief Education Officer and Headteachers to review and improve achievement amongst pupils with SEND.
- Analyse assessment and performance data at individual school and Trust level and prepare regular reports for Trust senior leaders and the Trust board on SEND.
- Ensure that the budget allocated is used effectively and efficiently to maximise its impact on the achievement of the best possible outcomes for pupils.

### DEVELOPING HIGH QUALITY AND HIGHLY EFFECTIVE TRUST WIDE SEND PROVISION

- Provide advice, guidance and practical strategies to teachers and SENDCOs across Trust schools.
- Commission and quality assure Trust-wide SEND specialist services.
- Ensure every school has a SENDCO and with the Headteacher, quality assure work.
- Lead the Trust SENDCO network and develop relationships with other SEND networks operating in the locality.
- Secure high-quality teaching and learning for pupils with SEND, ensuring the effective implementation of EHCPs and ISPs.
- Contribute to curriculum development to ensure that students with SEND experience a broad, balanced and ambitious curriculum.
- Support SENDCOs in the successful deployment of staff and resources.

- 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 Headteacher and SENDCO.
- Develop strong relationships and effective working arrangements with Trust and school staff.
- Liaise with external agencies, including Local Authorities, as appropriate, to ensure a collaborative approach.

## ADDITIONAL RESPONSIBILITIES

- Provide advice, guidance and practical strategies to teachers and SENCOs across Trust schools.
- Continuously develop own professional practice and keep up to date with all relevant policy developments.
- Represent the Trust at conferences and events.
- Contribute to the wider work of the Trust, its schools and its communities through partnership working, sharing of expertise and knowledge.
- Exercise a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

## GENERAL

- To promote and support Authentic Education's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust's Data Protection Officer (DPO) at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.
- Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

## ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: .....

Post Holder

Date: .....

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.