

## Job Description & Person Specification

<b>Job Title:</b>	SEND/Inclusion Lead
<b>Service Provision:</b>	Central Services Team
<b>Job Family:</b>	Education Effectiveness Team
<b>Line Manager:</b>	Chief Education Officer
<b>Salary Grade:</b>	Leadership 16 - 20
<b>Annex:</b>	Please ensure you refer to Annex 1 with this job description

With support from the Chief Education Officer (CEdO) and the Education Effectiveness Team (EET), the SEND/Inclusion Lead will have strategic and operational responsibility for the leadership, organisation, and management of SEND/Inclusion across the trust.

Brunel is committed to providing inclusive, high-quality education for all children and young people (CYP). We strive to foster an environment where every child is supported to achieve their potential, regardless of their individual cognitive, diagnostic or developmental needs. We are dedicated to inclusivity and ensuring that all CYP, including those with Special Educational Needs and Disabilities (SEND), feel valued, understood, and empowered.

This role will involve strategic leadership and operational management to ensure high-quality education and support for CYP with SEND whether, that in specialist or primary mainstream provision. You will work closely with executive leaders, Headteacher/Principals, SENCo's, external agencies, and other professionals to ensure that all SEND CYP receive the support and care they need to thrive and develop independence, preparing them for the next stage of their life.

The duties outlined are in addition to the ones stated in the latest School Teachers' Pay and Conditions Document that you will automatically be required to meet. The duties may change to match the individual skills and expertise of the person appointed. Accountable to Headteachers standards.

### **Principal Purpose of the Role**

The core purpose of this role is to provide professional leadership and management for SEND/Inclusion across the trust.

The SEND/Inclusion Lead will:

- Develop, co-ordinate and lead on the Trust – wide strategy for SEND/Inclusion.
- Maintain and promote excellent relationships with external agencies, LAs, learners, employees, parents and local communities
- Provide support to schools to deliver the SEND and inclusion strategy.
- Develop and maintain policy, procedures and embed best practice in all Trust schools and at an operational and strategic level for provision of CYP with SEND.
- Work in partnership with Trust Headteachers, SLT and SENCo's on the strategic development of provision for CYP with SEND.
- Provide challenge to Trust schools/provisions, where necessary, through regular audits of provision, with follow up support
- Monitor and report on the quality of the SEND and inclusion provision and disseminate good practice and strengths as appropriate
- Select, train, develop, empower and motivate employees and support Headteachers in recruitment and employee development in relation to SEND provision.
- Promote excellence, equality, and high expectation for all CYP
- Provide vision, leadership, inspiration, and direction

- Be the trust lead professional for SEND/Inclusion.
- Evaluate trust performance and identify priorities for continuous personal development improvement.
- Secure the commitment of the wider community by maintaining and developing active partnerships.
- Work collaboratively with Central Services colleagues (including finance, operations and people teams) to ensure and assure trust wide systems processes are implemented.
- Provide visible leadership so that employees feel motivated, supported and empowered to focus on the things that really matter.

### **To shape the future**

The SEND/Inclusion Lead will work with the Chief Education Officer, Trust Board and others to create a shared vision and strategic plan which inspires and motivates CYP, employees and all other members of the school communities and to develop the ethos of the schools linked to its core aims and values.

The SEND/Inclusion Lead will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the trust.

### **SEND Performance and Provision**

The SEND/Inclusion Lead will:

- Be accountable for developing, implementing and leading systems for SEND and inclusion improvement across the Trust.
- Work closely with Headteachers/Principals, SENCo's and Education team to review and improve outcomes for CYP with SEND
- Analyse and report performance data (including behaviour) at an individual school and Trust level throughout the academic year
- Contribute to curriculum development to ensure CYP with SEND access a broad and rich curriculum and support with modifications where appropriate
- Co-ordinate the commissioning of and quality assure SEND specialist services to support all schools within the Trust
- Ensure the effective writing and implementation of Educational Health Care Plans, support plans, individual behaviour plans (Primary & AP provisions)
- Work closely with Headteacher/Principals and senior leaders to ensure CYP achieve the best possible attendance.

### **To secure accountability**

The SEND/Inclusion Lead will:

- Be accountable, alongside Headteachers, to the Trust for performance and outcomes of CYP with SEND.
- Demonstrate awareness of national policy direction and anticipate educational trends.
- Engage school/provision leaders in systematic and rigorous self-evaluation of the SEND/Inclusion work they are undertaking.
- Monitor the effectiveness of SEND/Inclusion initiatives through a program of trust wide quality assurance, monitoring and evaluation.
- Report to Chief Education Officer on the impact, progress and outcomes of SEND/Inclusion initiatives.

- Collect and use a rich set of data to understand the strengths and weaknesses of all schools/provision SEND/Inclusion strategies (including behaviour and attendance).
- Actively monitor and respond to SEND/Inclusion initiatives at national, regional and local levels, identifying opportunities to diversify school's/provisions SEND/Inclusion offer.
- Ensure quality assurance systems are embedded across the Trust to drive consistency and improvement in SEND
- Ensure appropriate and effective compliance and quality procedures and reporting are in place and meet statutory SEND responsibilities
- Lead and manage SEND through development, implementation and review of Trust policies
- Ensure management and organisational structures are fit for purpose

### **Finance and Resources**

- Develop and maintain strong and effective relationships, with all relevant funding bodies to ensure funding streams are secured that support SEND provision for CYP with individual needs.
- Commissioned services – to assess manage and report on value for money
- Ensuring resources are available and accessible to all and effectively working within budgetary requirements
- In collaboration with the Education Development Lead ensure accurate costings for EHCP provision are fed back to Local Authorities and factored into school/provision budgets.
- Review financial sustainability of schools' SEND provision and work pragmatically and creatively with leaders to overcome financial challenges.
- Develop and implement strategies for generating additional revenue and resources

### **Relationships and Partnerships**

- Promote a partnership strategy that ensures the Trust and its schools participate in local, national and international education networks
- Lead Trust SENCo networks
- Attend and promote attendance at wider SENCo networks and training.
- Develop strong relationships and effective working arrangements with all Trust employees.
- Identify key agencies, individuals and groups that could enhance the delivery of the Trust's SEND/Inclusion strategy
- Build and maintain strong relationships with parents/carers, CYP, employees, trustees and members of Local Governing Bodies across the Trust
- Promote and develop strategies to enhance parental engagement and clarity, ensuring all appropriate support and information is supplied

### **Workforce Development**

The SEND/Inclusion Lead will develop relationships and communication which underpin a professional learning community that enables everyone in the schools to achieve.

The SEND/Inclusion Lead will:

- Ensure high quality teaching and learning for CYP with SEND through modelling, training and professional development.
- Support specialist place planning for the cohort of learners with high or complex need across the Trust schools and ensure timely submissions to the LA with supporting/meaningful information
- Use evidence and research to develop and monitor the effectiveness of a range of bespoke and standard provisions across all schools which meet a range of needs.
- Motivate and enable all SENCOs within the Trust to carry out their roles to the highest standard through coaching and professional development
- Develop and implement effective Teaching and Learning strategies
- Lead and develop leadership capacity across all Trust schools beyond the SENCO role

### To strengthen community

The SEND/Inclusion lead will:

- Recognise and take account of the richness and diversity of the trust community.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities.
- Listen to, reflect, and act on community feedback.
- Work closely with external partners, including local authorities, charities, and businesses, to enhance the SEND/Inclusion opportunities available to CYP.
- Foster a sense of community and responsibility among CYP through collaborative projects and activities that encourage social action and engagement.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher status (QTS)</li> <li>• NA SENCo or NPQSEND</li> <li>• Evidence of continued professional development in relation to SEND/Inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate Qualifications in SEND</li> <li>• Further leadership qualifications e.g. NPQs</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Professional experience (5 years plus) in senior leadership role within an educational context.</li> <li>• Knowledge of the SEND Code of Practice: 0-25 Years and other relevant legislation.</li> <li>• Experience of supporting schools/provisions with improving SEND environments, practice and enablement strategies.</li> <li>• Impactful experience of improving behaviour and attendance</li> <li>• Experience of Trust SEND/Inclusion policy and practice</li> <li>• Successful track record of leading and managing change initiatives</li> <li>• Ability to present ideas and strategies to a variety of audiences.</li> <li>• Experience of working with external partners. E.g. Local Authority</li> <li>• A track record of driving improvement and raising standards</li> <li>• Comprehensive understanding of specialist education, including SEND, alternative provision, and vocational education, with the ability to apply this knowledge strategically</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a multi-academy trust or similar educational organization, with an understanding of the complexities and challenges involved.</li> <li>• A creative and innovative approach to addressing the unique challenges and opportunities presented by specialist education, including the ability to implement new initiatives and interventions</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate innovative and creative approaches to teaching and learning.</li> <li>• Proven ability to demonstrate personal and professional</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to think analytically and creatively and demonstrate initiative in solving problems.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Possess the skills to lead child protection and safeguarding with up-to-date knowledge of relevant legislation and guidance.</li> <li>• Ability to think and plan strategically and to respond flexibly to change.</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively, recognising the importance of work/life balance.</li> <li>• Ability to engage and motivate employees.</li> <li>• Demonstrate personal enthusiasm and commitment to leadership.</li> </ul>	<p>integrity including modelling values and vision.</p> <ul style="list-style-type: none"> <li>• Ability to build and maintain quality relationships through effective interpersonal skills and communication.</li> <li>• Awareness of the personal strengths and areas for development of others; listen to reflect on and respond to their views.</li> </ul>
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