

**Job Description**

**Job Title:** School Improvement Officer SEND

**Salary Grade:** Soulbury 12 – 14 plus 3 SPA Points

**Directorate:** Education

**Work Environment:** Office / Agile

**Reports to:** School Improvement Services Manager

**Number of Reports:** N/A

Your normal place of work will be at the Bunnyhill Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

The post holder will be accountable to the Strategic Lead School Improvement Services and will work with them to coordinate intervention and support in developing teaching and learning across the school age range, with a focus on SEND.

**Key Responsibilities:**

* To provide guidance, training, advice and support to schools on areas of teaching and learning, classroom management, classroom provision, curriculum, assessment, reporting and middle management in relation to SEND.
* To support audits of provision in schools according to national guidelines, focusing on standards, planning, teaching and assessment and the subsequent development of action plans.
* To lead central courses and support school INSET days or department meetings, based on training materials prepared in advance by the post holder.
* To provide school-based consultancy, including teaching demonstration lessons or team teaching, helping teachers to plan and teach lessons for teaching SEND.
* To advise senior management teams and subject leaders on the management and monitoring of SEND in their schools.
* To represent Sunderland at regional / national meetings as required.
* Use data and other intelligence to monitor the progress of all schools in the city and take action to support and challenge schools where the progress is not as good as it should be.
* Contribute to LA’s process for categorising the level of school intervention and support. Attend meetings to review the schools receiving additional support and ensure that relevant information is available for those meetings in order to monitor progress and the impact of any interventions.
* Provide bespoke CPD, advice and support to all schools as requested through the Service Level Agreement, and to schools causing concern as directed through LA and school action planning.
* Provide regular records of visits for school improvement visits which are precise, accurate and evaluative. Include a record of judgements on the school’s current position and any actions identified to be taken.
* Coordinate and provide opportunities for discussion across schools and the dissemination of good practice by organising and supporting subject leader and other appropriate networks;
* Provide dissemination of national curriculum and teaching and learning strategies and policies to key stakeholders as required by the School Improvement Services Strategic Lead.
* Ensure regular updates and summaries of current relevant educational developments and research, and to disseminate these findings to members of the School Improvement Service and schools as appropriate.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post as directed by the School Improvement Services Manager.*

**Common Duties and Responsibilities:**

* To participate fully in a process that sets, monitors and evaluates standards at individual, team performance and service quality so that the users and the Service’s requirements are met and that the highest standards are maintained.
* To support the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated and adhered to.
* To ensure that professional practice is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.
* To follow the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control.
* To work in collaboration with colleagues and management to ensure that the service delivery is flexible, efficient and effective.
* To work in ways that ensure the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
* All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.
* To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.
* All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.
* All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets.
* The company has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Working Arrangements**

* The work involves the need to visit settings, schools and other venues throughout the city on a regular and routine basis.
* The post requires some working outside the normal working day including evenings and some weekends. Holidays cannot be taken during the school term time dates unless agreed with the Director of Education. Some work will be required during the school holidays. The number of days and dates will be agreed with the Director to ensure that there is service coverage throughout the school holidays.
* The post requires office-based working, working in settings and schools and when appropriate working at home.
* The post requires a significant amount of time sitting when driving between settings, schools and sites. In addition, working within the office, settings and schools may require sitting in a constrained position. It may be necessary to transport resources and other materials for courses.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

* + Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.
	+ Comply with the principles and requirements of the Freedom in Information Act 2000;
	+ Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;
	+ Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.
	+ This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

**Author**: Richard Cullen

**Date**: February 2021



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| **Essential Requirements**  |
| **Qualifications:*** Relevant degree.
* Qualified Teacher Status (QTS).
* Evidence of further study/relevant professional qualifications
 | Application Form Interview |
| **Experience of :*** Experience, with a proven track record, of supporting children towards outstanding outcomes.
* Successfully improving the quality of teaching and learning in order to raise children’s achievement over a sustained period.
* Experience of using the outcomes from school self-evaluation to plan effectively for school improvement.
* Working with a range of agencies in schools.
* Experience of leading a management project which effected change.
* Experience of delivering effective staff training.
* Successful leadership experience.
 | Application Form Interview |
| **Knowledge and understanding of:*** A thorough knowledge of the National Curriculum, statutory and formative assessment.
* Have clear vision, knowledge and understanding of trends and issues in education.
* Detailed knowledge of the Ofsted inspection framework and handbook.
* In depth knowledge and understanding of School Improvement in relation to SEND.
 | Application Form Interview |
| **Ability to:*** Ability to analyse and use a range of quantitative and qualitative data in a school improvement context.
* Ability to plan, provide and evaluate effective training.
* Ability to communicate information clearly, orally and in writing.
* Work autonomously with drive and enthusiasm and prioritise own workload.
* Competently use word processing, presentation and spreadsheet packages e.g. MS Teams, Word, Excel, Outlook, and PowerPoint.
* Work outside normal office hours.
* Successful applicants must be prepared to visit national venues for meetings which may involve some nights away from home.
* Excellent communication, negotiating, mediating and interpersonal skills an ability to relate well to young people, parents/carers, colleagues and professionals.
* Able to establish and maintain positive and professional relationship.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
 | Application form Interview  |
| Commitment to Equal opportunities  | Interview |

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