

## JOB DESCRIPTION

<b>Post Title:</b>	School Improvement Leader (SEND)	<b>Director/Service/Sector:</b>	Wellbeing and Community Health Service Group, Education & Skills Service	<b>Office Use</b>	
<b>Grade:</b>	Soulbury 15-18 +3SPA points	<b>Workplace:</b>	County Hall, Morpeth	JE ref: PG14	
<b>Responsible to:</b>	Head of School Improvement	<b>Date:</b>	June 2021		<b>Manager Level:</b>
<b>Job Purpose:</b>					
<ul style="list-style-type: none"> <li>To support the Director of Education and Head of School Improvement in ensuring high quality SEND provision across all settings and phases</li> <li>To co-ordinate and provide intervention in schools identified as vulnerable and support improved pupil outcomes</li> <li>To monitor the SEND performance of all schools and settings</li> <li>To provide support and challenge to schools</li> <li>To provide leadership in relation to SEND practices in all schools</li> <li>To act as a champion for positive educational outcomes on behalf of children and families</li> </ul>					
<b>Resources</b>	Staff	<ul style="list-style-type: none"> <li>Specialist staff as appropriate to the post.</li> </ul>			
	Finance	<ul style="list-style-type: none"> <li>Management of budgets generated through traded services</li> <li>Grants and other funding appropriate to this area of work</li> </ul>			
	Physical	<ul style="list-style-type: none"> <li>Resource materials</li> </ul>			
	Clients	<ul style="list-style-type: none"> <li>Senior Officers within the County Council</li> <li>Headteachers and teachers in school</li> <li>School governors</li> <li>Children and families</li> </ul>			
<b>Duties and key result areas:</b>					
<ol style="list-style-type: none"> <li>To take a lead in ensuring high quality SEND practices across all providers</li> <li>To support the statutory and non-statutory SEND processes for schools, settings and the LA</li> <li>To coordinate and deliver intervention work in schools identified under the Priority Schools programme</li> <li>To monitor, and provide support and challenge to a group of schools</li> <li>To undertake the performance management of a cohort of headteachers on behalf of governing bodies</li> <li>To make judgements on the quality of provision offered by schools in line with benchmarks set by Ofsted</li> <li>To represent the local authority in headteacher and deputy headteacher appointments</li> <li>To take a lead in and develop a statutory and/or traded area of work as agreed with senior leaders</li> <li>To develop and provide training to school staff and governors as required</li> <li>To ensure the delivery of school improvement SLA to schools</li> <li>To keep up to date in areas of specialist activity through continued professional learning</li> <li>To provide reports as required by senior officers</li> </ol>					
<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>					

<b>Work Arrangements</b>	
Transport requirements:	The work involves the need to visit settings, schools and other venues throughout the county on a regular and routine basis.
Working patterns:	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 & Skills. 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.
Working conditions:	<p>The post requires office based working, working in settings and schools and when appropriate working at home.</p> <p>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.</p>

**PERSON SPECIFICATION**

<b>Post Title:</b> School Improvement Leader (SEND)	<b>Director/Service/Sector:</b> Wellbeing and Community Health Service Group, Education & Skills Service	Ref: PG14
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>▪ Degree or equivalent.</li> <li>▪ Teaching qualification</li> <li>▪ Appropriate SENDCO qualification</li> <li>▪ Thorough knowledge of national education policy and Ofsted inspection framework</li> <li>▪ Knowledge of current SEND practices and the statutory and non-statutory requirements</li> <li>▪ Knowledge of safeguarding legislation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ofsted inspector accreditation</li> </ul>	AIRP
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ Recent senior leadership experience in a school setting with proven positive impact on provision and outcomes</li> <li>▪ Experience as a SENDCO</li> <li>▪ Experience of EHCP application and review</li> <li>▪ Experience of running tight budgets</li> <li>▪ Experience of preparing for Ofsted inspection</li> <li>▪ Experience of leading the development of successful SEND practices in a school or local authority context</li> <li>▪ Experience of leading training to a range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in more than one setting/school</li> <li>▪ Experience of working with the Special School sector</li> <li>▪ Experience of working with parent and other stakeholder groups</li> </ul>	AIRP
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>▪ Strong analytical skills relating to individual school and local authority school performance data</li> <li>▪ An understanding of how performance data can be used to raise standards</li> <li>▪ Ability to write clearly for a range of audiences</li> <li>▪ Understanding of how high quality learning can be achieved</li> <li>▪ Excellent interpersonal and communication skills</li> <li>▪ Effective public speaker</li> </ul>		AIRP

<ul style="list-style-type: none"> <li>▪ Confident leader with high levels of energy, enthusiasm, stamina and resilience</li> <li>▪ Excellent leadership and management of staff, resulting in high quality outcomes</li> <li>▪ The ability to hold others to account to secure desired objectives</li> <li>▪ An ability to assess risk and take prompt action to safeguard the welfare of children and young people and mitigate corporate risk</li> <li>▪ Excellent problem solving and creativity to formulate solutions</li> <li>▪ Highly effective planning and organisational skills</li> <li>▪ Reflective and self-critical and prepared to accept professional challenge</li> <li>▪ Able to prioritise work and meet and manage tight work deadlines</li> <li>▪ Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders</li> </ul>		
<p><b>Physical, mental and emotional demands</b></p>		
<ul style="list-style-type: none"> <li>▪ Very high demand for precision and accuracy and working to timescales</li> <li>▪ Ability to work under pressure, independently and as part of a team</li> <li>▪ Ability to work closely with schools in challenging circumstances and with school leaders under considerable pressure</li> </ul>		AIRP
<p><b>Other</b></p>		
<ul style="list-style-type: none"> <li>▪ A passion to make a difference for learners and a willingness to go the extra mile to champion the needs of learners</li> <li>▪ Flexibility and willingness to explore new ways of working</li> <li>▪ Able to meet the travel requirements essential for the post</li> </ul>		AIRP

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits