

Trust Lead for SEND

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Trust Lead for SEND

Permanent

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Leadership scale L13 - L17 (£63,430-£69,970)

Required for September 2024

Cheviot Learning Trust are seeking to appoint an outstanding and highly experienced SEND professional to lead the transformation of our SEND provision across our Trust.

The key purpose of this position is to work closely with our SENCOs and Headteachers to provide expert support, guidance and challenge to ensure all schools and the Trust fulfil their statutory SEND responsibilities. The post holder will develop strong, strategic relationships with external agencies involved in SEND provision to ensure high quality external SEND support for our schools, children, young people and families. They will also ensure that the many current strengths of SEND provision in our schools are shared widely across the Trust and will also ensure that high quality CPD is in place for all staff involved in supporting children and young people with SEND.

This new post offers an excellent opportunity for an ambitious leader to combine their detailed knowledge and experience of SEND with our schools' existing strengths in this area, to develop outstanding SEND provision for all children and young people within our Trust.

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our children and young people to have the opportunity to succeed. We are seeking a candidate who will join us in this mission with a particular emphasis on ensuring that such excellent educational opportunities are available to all children and young people with SEND within our schools.

This post will be based at our Central Team Office in Gosforth with regular travel required to all schools within the Trust across Northumberland.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD.

For more information or to arrange a visit to our Trust Headquarters, please contact Dominique Flint, Trust HR Manager via email: d.flint@cheviotlt.co.uk

Application forms can be downloaded from the Trust website www.cheviotlearningtrust.co.uk/careers. The Trust website also contains full information about our Trust, with links to all of our schools' websites.

Completed applications should be returned to Alice Witherow, CEO, via d.flint@cheviotlt.co.uk. Applications received after the deadline will not be considered. Applications sent by email will be accepted but will require a real signature on the day of interview.

Closing Date: Thursday 16th May 2024

Shortlisting: Friday 17th May 2024

Interviews: Thursday 23rd May 2024

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](https://www.gov.uk/government/organisations/ministry-of-justice). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will

Job Advert (Continued)

include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Employment of Ex-Offenders Policy can be found [here](#). The Trust Child Protection and Safeguarding Policies can be found on the [Trust website](#).

An online search will be carried out on shortlisted candidates, prior to interview.

[CEO Letter to Applicants for Trust Lead for SEND](#)

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word



Job Description

JOB TITLE: Trust Lead for SEND

RESPONSIBLE TO: CEO

RESPONSIBLE FOR: Strategic development of SEND across Cheviot Learning Trust

REMUNERATION: Leadership L13 - L17

Job purpose

Lead and direct a joined-up approach of SEND across the Trust to ensure high quality provision and outcomes for children with SEND in all schools and to shape the development of the Trust's SEND provision in the short, medium and long term.

Work closely with SENCOs and Headteachers to provide support, guidance and challenge to ensure all schools and the Trust fulfil their statutory SEND responsibilities.

Liaise closely with external agencies involved in SEND provision (e.g. LAs, Specialist SEND Services etc) to ensure high quality support to Trust schools. Monitor and evaluate the quality of SEND provision and outcomes in Trust schools, providing performance reports to CEO/central team and, periodically, to Trustees.

Key Duties and Responsibilities: These duties are neither exclusive nor exhaustive and the post-holder will be required to undertake other duties and responsibilities which the Board of trustees may determine.

- Provide strategic leadership of all aspects of SEND to all schools within the Trust, as well as to the CEO, central team and Trustees. Maintain a high level of specialist and legal knowledge regarding all aspects of SEND provision.
- Provide support, advice and challenge to SENCOs and Headteachers in all Trust schools to ensure high quality provision and outcomes for all children with SEND.
- Ensure that all schools maintain and develop the most effective approaches to teaching and learning for children with SEND by identifying best practice across the Trust and devising effective ways of disseminating this to all schools.
- Be responsible for developing the team of SENCOs in Trust schools by providing high quality training, support and development in all aspects of their roles as SEND leaders.
- Regularly audit the quality and effectiveness of SEND provision in Trust schools and report on this to the CEO, central team and Trustees as required. This includes monitoring and evaluation of educational outcomes for children with SEND and reviewing parental views on schools' SEND provision.
- Advise schools and the Trust on their statutory responsibilities as defined in legislation and guidance and ensure all schools are fully compliant with these responsibilities.
- Provide SEND specific guidance and support to Trust schools and Local Governing Boards preparing for Ofsted inspection.
- Be responsible for producing an annual Trust SEND development plan and ensuring that identified priorities are successfully addressed.
- Review current provision of external agencies' support for SEND in Trust schools (e.g. SLAs, specialist support services etc) and identify potential areas for improvement, advising both the Trust and individual schools on how to ensure cost-effective, high quality specialist support for all aspects of SEND provision.
- Work collaboratively with other members of the Trust central team involved in school improvement work (e.g. CEO, Senior trustees of School Improvement, trustees of Primary Support etc).
- Maintain and develop relationships with the Local Authority SEND lead and in other external bodies where relevant (e.g. Health, Social Care, Special School sector, Diocese, DfE, Ofsted).
- Ensure that SEND maintains and develops a high profile across the Trust by ensuring high quality regular communication and dissemination of information and guidance to schools, including opportunities for on-going training and development for staff.
- Ensure a culture of strong home-school engagement with parents/carers of children

Job Description (continued)

with SEND is maintained and developed in all Trust schools and publicise and celebrate the achievements of children with SEND, via School/Trust communications and other channels.

- Promote and implement the Trust Equality policy in all aspects of employment and service delivery.
- Assist in maintaining a healthy, safe and secure environment and act in accordance with the Trust's policies and procedures.

- Safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Cheviot Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person Specification

	Essential (E) Desirable (D)	Assessment Method
QUALIFICATIONS		
Degree level qualification Qualified Teacher status Recognised SEND qualification and/or evidence of extensive CPD relating to SEND	E	A
School Leadership qualifications (e.g. NPQSL, NPQH etc) SENCO qualification	D	D
EXPERIENCE & KNOWLEDGE		
<p>Essential</p> <ol style="list-style-type: none"> 1. Experience of successfully leading SEND provision in an educational setting. 2. Experience and understanding of the role of a SENDco in school 3. Significant teaching experience, including teaching children with SEND in mainstream and/or special school settings. 4. Up to date knowledge and experience of the best approaches to Teaching and Learning for SEND learners to maximise their academic progress. 5. Up to date knowledge and experience of the best approaches to supporting the well-being and all-round education of SEND learners. 6. Experience of monitoring and evaluating SEND provision across a Trust, LA or group of schools and presenting evaluations to a range of audiences. 7. Experience of providing high quality training and development for SEND staff in schools, LAs or other education settings (e.g. to SENCOs, LSAs, LA staff). 8. Experience of leading organisational development & change, including preparing and implementing strategic development plans and leading and motivating teams of staff very effectively. 9. Experience of presenting high quality, strategic information and advice to Trustees, or School Governors, or senior leaders in LAs or other education settings. 10. Detailed knowledge and understanding of the Ofsted framework in relation to SEND and ability to support and advise schools accordingly. 11. Detailed knowledge and understanding of all SEND legislation and guidance for Trusts and schools and experience of advising schools on their responsibilities in this regard. 12. Detailed knowledge and understanding of SEND funding streams and how to access and utilise funding to maximise resources to schools for SEND provision. 13. Detailed knowledge and understanding of external agencies involved in SEND support for schools and experience of supporting schools to access relevant specialist support for their SEND provision. <p>Desirable</p> <ol style="list-style-type: none"> 14. Experience of successfully leading SEND provision across a Trust, LA or group of schools. 15. Experience of providing support, guidance and challenge to Headteachers and SENCOs in various aspects of SEND provision. 16. Teaching experience in both primary and secondary sectors. 17. Experience working in non-mainstream education settings (e.g. Special Schools, ARCs etc). 18. Other experience within education (e.g. Governance, authorship of educational publications, research etc). 19. Ofsted inspector accreditation. 		<p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A/i/R</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>

Person Specification

SKILLS		
Essential		
20. Excellent oral and written communication skills with ability to present effectively to a range of audiences.		A/I
21. Ability to provide inspiring leadership to others across schools by combining excellent interpersonal skills with high reliability in terms of consistent support, guidance and appropriate challenge offered to others.		A/I
22. Ability to exercise sound judgement in various aspects of this post.		A/I
23. Ability to demonstrate excellent planning, organisational and analytical skills, as well as ability to prioritise effectively, work well under pressure and, at times, to tight deadlines.		A/I
24. Ability to evaluate accurately and to solve complex problems and challenges.		A/I
25. Ability to interpret accurately and advise on new legislation, policies and directives relating to SEND.		A/I
PERSONAL ATTRIBUTES		
Essential		
26. Have high personal standards of integrity and probity at all times.		A/I/R
27. Demonstrate enthusiasm, vision, drive and adaptability.		A/I/R
28. Be confident, positive and approachable.		A/I/R
29. Be able to build and sustain effective working relationships with headteachers, staff, trustees, governors, parents and the wider community, LAs and external agencies.		A/I/R
30. Be able to advocate a sound educational philosophy for SEND education, in line with the values, ethos of the Trust, with the ability to translate this into practice.		A/I/R
31. Have consideration of the views of others		A/I/R
32. Show commitment to own and others' professional development.		A/I/R
33. Be a reflective leader, able and willing to learn from experience and to accept constructive challenge and advice.		A/I/R
34. Have emotional resilience in working with children and adults		A/I/R
35. Be highly motivated for working with children, especially those with SEND, to help them to develop their full potential in all aspects of their education.		A/I/R
SPECIAL REQUIREMENTS		
36. Be able and willing to work, at times, outside normal hours in order to meet the demands of the role.		A/I/R
37. Suitable to work with children		A/I/R

Key: Application Form (A); Interview (I); Work Related Test (T); References (R).





Contact us

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