



Job Description & Person Specification

Trust Assistant Director of SEND



Job Title : Trust Assistant Director of SEND
Scale : Leadership

Job Purpose

- To work alongside the Trust Director of SEND and Assistant Trust Director of SEND to lead provision across the Laurus Trust.
 - To ensure that all SEND practices across the Trust are outstanding.
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Reporting Arrangements

Reports to : Trust Director of SEND
 Accountable for : Members of SEND staff across the Trust

Main Responsibilities

- Work alongside the Trust Director of SEND to provide a clear vision for the provision of SEND across all Trust schools.
- Establish links between improvements in teaching and learning and high standards in SEND.
- Use quality assurance mechanisms to identify strengths and weaknesses in performance across the Trust.
- Provide professional development in relation to SEND to staff across the Trust.
- Be involved in Research and Development projects related to SEND.
- Advise colleagues to ensure that learning for all students is given equal priority.
- Advise departments and leadership teams in matters related to SEND.
- Work with Senior colleagues on the set up and opening of the Laurus Alternative Provision Free School.
- Work with students with SEND and their families to ensure that their needs are met.
- Chair meetings and coordinate the contribution of external agencies where necessary.
- Monitor the progress of students with SEND across the Trust to ensure that intervention is targeted effectively.
- Oversee the effective implementation of key intervention programmes across the Trust.
- Advise on matters relating to staffing and resources to ensure SEND provision remains effective.
- Line manage SEND professionals across the Trust and contribute towards their professional development.
- To carry out all Teacher Responsibilities as per the Teacher Standards.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.

- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
 - Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
 - Travel between different sites of the Laurus Trust as required.
 - Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
 - Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
 - Refrain from smoking in any areas of Trust premises.
 - Behave in a manner that ensures the security of property and resources.
 - All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
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Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours Degree 2.2 and above 	<ul style="list-style-type: none"> • Appropriate SEND qualification • Evidence of further professional study, e.g. NPQML/SL
Knowledge and Experience	<ul style="list-style-type: none"> • Proven excellence as a classroom teacher • A proven record of involvement in whole school SEND issues • Significant experience of successful leadership and management of others • A record of implementing change programmes to raise standards relating to student progress • Commitment to developing high quality teaching and learning • Principles and practices of monitoring/assessments/evaluations • The application of technology to learning and teaching in subject area(s) • Able to demonstrate high expectations of pupil behaviour and establishment of a clear framework to promote self control and independent learning • Principles and practices of effective teaching and learning • Evidence of setting and assessing clear objectives • Preparation of schemes of work and lessons • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Working with other schools/colleges on SEND issues • Experience of working in collaboration with external agencies • Experience of chairing multi agency meetings such as TAC/Annual reviews etc. • Understanding of current pedagogical research
Skills	<ul style="list-style-type: none"> • Ability to manage change and to judge when there is need for change • Confident and innovative teaching • Enthusiastic and able to engender enthusiasm in others • Excellent planning and organisational skills • Ability to work as a member of a team • Effective communication skills 	

Other Qualities	<ul style="list-style-type: none"> • Professional approach • Commitment to an inclusive ethos with the view that “Every Child Matters and Can Achieve” • Flexible • Approachable • Initiative • Energy, optimism and enthusiasm • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence
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