

CLUSTER SENDCO

RISE MULTI ACADEMY TRUST



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Welcome Message

Thank you for expressing interest in the post, and taking time to engage with the materials. We are incredibly excited to be growing our central SEND team due to the short term and long-term growth of the Trust. This newly created role will primarily work across a small number of our Central Cluster schools to provide expert SEND leadership to secure great outcomes for pupils with SEND. This role will see you act as a school-based SENDCO (more than one school) to ensure staff have the knowledge and expertise to adapt teaching as required, to secure the best quality of education.



John Keech **Deputy Director of Education**

Working closely with our SEND cluster leads, you will develop Trust wide improvements to systems, to identify and then enable pupils with SEND to flourish and succeed. Joining a growing trust gives the post-holder the ability to help shape SEND practice within Rise, and deliver our aim of being the highest performing Trust in the East Midlands. We have incredibly high aspirations for our Trust, schools, and pupils, and truly believe that through our evidence-led approaches and a commitment to delivering excellence, we can achieve them. I look forward to hearing from you.

Our Vision



All Rise pupils will flourish and succeed by: being more than ready to move on to the next phase of their educational journey. Pupils will have the subject knowledge they need to thrive. They will love school, love learning and want to know more about the world around them. Rise pupils will be wise and hopeful. Rise pupils will have a deep sense of dignity and show respect in all they do. Their primary education will be full of memorable moments that stay with them forever. They will be aspirational, creative, productive and live well together.

All Rise staff will flourish and succeed by: being supported to acquire and use their professional knowledge they need to enable Rise pupils to achieve great things. Staff will work in a can-do culture where adult learning is valued as much as children's learning. Staff will work collaboratively within and beyond the family of schools, with an unerring focus on improving the quality of education they provide. Rise staff will feel valued and respected. They will be well supported to be the best they can be.

All Rise schools will flourish and succeed by: being rooted in partnership with the local communities they serve. Schools will work respectfully with their parishes and schools beyond the Rise family, to support all children to thrive. We will endeavour tirelessly to support and work in partnership with the families our schools serve. Rise schools will be scandalously inclusive; every pupil will be valued and every pupil will achieve great things. Rise schools will draw strength from their family of schools. Being in a Trust does not define our schools, but collaboration is what will drive improvement.

Rise as a Trust will flourish and succeed by: having a relentless focus on school improvement. We will use the power of being one collective, knowledge- building entity to provide exemplary support for pupils and staff, especially those in vulnerable schools. Through expert governance, Directors will ensure that our values and principles drive our work to be as strong as it can be, and achieve a continual cycle of aspirational Trust improvement.

We will look beyond our Trust to support, work with and learn from others in all areas of the community. Rise will collaborate with others to positively influence the local and national systems and structures that improve the life chances of pupils, particularly those who are disadvantaged.

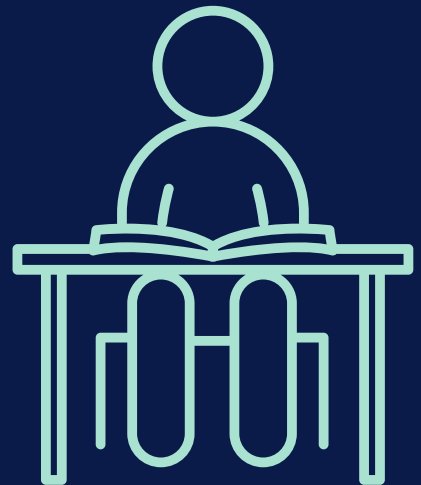
Our Trust



23 Schools

and plans for continued
growth and expansion

We educate over
4000 pupils



The employer of choice for
over

**550
employees**

Who Are We?

We are an aspiring and growing Trust based in the Leicestershire and Derbyshire area.

Our schools are beacons of good practice, care and support. We are united in our desire to help every child rise to the challenges and opportunities that await them in their lives.



OUR VALUES DEFINE WHO WE ARE

Our values are more than words on a page. They are who we are. They are how we do things. They are our commitment to our community. We put these values at the heart of everything we do; helping to shape our actions and bringing into focus what is important to us.

Collaborative

Produced by or involving two or more parties working together

Inclusive

Aiming to provide equal access to opportunities and resources people who might otherwise be excluded or marginalised

Compassionate

Feeling or showing sympathy and concerns for others

Truthful

Telling and expressing the truth, being honest and sincere

Respectful

Feeling or showing deference and respect





Our Schools



Rise is a family of 23 schools across Leicestershire that is growing quickly. We educate over 4,000 pupils and have over 550 staff working in our schools. We are working hard to develop and utilise our 3 geographical clusters; Rise East, Rise Central and Rise West.

Our Benefits

Our people are our biggest asset and we strive to create an environment where our people thrive, by providing all the right components, leading them to flourish and succeed.



As a Trust we offer:

- Highly competitive pay and pay progression opportunities
- Access to wellbeing services, through our external provider
- Excellent pension scheme (teachers pension)
- High levels of professional development
- The ability to work within a team of people focusing on SEND
- An ambitious and dedicated Trust Executive Team



A TWO-WAY PARTNERSHIP

For any working relationship to be successful, there has to be an element of partnership and understanding of what each party is 'about'. We feel we have a lot to offer our employees, and also want our employees to come to work and be their authentic selves

We have no problem in saying we want the best people to work for our Trust, in order to give the pupils in our schools the best outcomes we can.

We want ambitious people who have strong knowledge of pedagogy, and the ability to apply this in the classroom and support others to do so; The knowledge to be able to discuss research with others, and be able to translate that into real life practical examples, and model these to teachers. We don't just want a thinker who can debate the merits of research, we want a translator to be able to put it in to practice.

If you are an excellent teacher and qualified SENCO, who has experience of supporting others in their SEND practice, or feel you have the necessary skills and qualities to do so, then we want to hear from you.

The opportunity to work across a group of schools purely developing SEND is not something that comes along often. We want to have the best teachers in our schools, and you are the key to unlocking this.

As a Trust we offer:

- High levels of professional development
- A supportive executive team
- Access to wellbeing support systems
- A culture of openness and honesty
- The ability to work within a team of people focusing on SEND

JOB DESCRIPTION

SCHOOL/LOCATION:	Rise Central Team with travel to all Rise schools
JOB TITLE:	Cluster SENDCO
RESPONSIBLE TO:	Deputy Director of Education
GRADE:	Leadership scale, 1 - 4
SALARY:	£47,185 - £50,807
CORE PURPOSE:	<p>Named SENDCO in Rise schools, as required</p> <p>lead, manage, develop and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils in schools</p> <p>Support Cluster SEND Leads on the strategic development of special educational provision in schools across the Trust</p> <p>Provide professional guidance to colleagues, working closely with staff, parents and other agencies</p>

KEY DUTIES & RESPONSIBILITIES

SCHOOL SENDCO (allocated school(s) & TRUST SENDCO SUPPORT)

- Lead the provision for SEND across allocated schools through overseeing and managing the day to day operation of the Trust SEND policy and through promoting the schools' values and Inclusion policy.
- Implement the strategic plan for the provision for pupils with SEND or a disability; monitoring and reviewing the quality of provision regularly.
- Responsibility for the contribution to school self-evaluation, with respect to Inclusion and to the provision for pupils with SEND or a disability. Ensure the Trust SEND policy is implemented, monitored and reviewed regularly, and objectives of the policy are reflected in the school improvement plans where appropriate.
- Work with the Senior Leadership of the school/s to ensure funding is used effectively to remove and reduce barriers and to accelerate progress. To ensure that Inclusion is high profile in the school/s culture.
- Create and maintain an accurate SEND register and provision map.
- Provide bespoke support to colleagues on teaching pupils with SEND or a disability, and coordinate and implement the graduated approach to SEND support. To support colleagues in identifying needs and appropriate strategies to use at each stage of the graduated approach. To lead other members of staff to provide the most effective provision for pupils e.g. by delivering training, leading 'Team Around the Child Meetings', coaching and creating plans.
- Work with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies.
- Be the key point of contact for external agencies e.g. the local authority.
- Analyse and report assessment data for pupils with SEND to key stakeholders.
- Implement and coordinate intervention groups for pupils with SEND and evaluate their effectiveness.

SUPPORT FOR PUPILS

- Lead on identifying pupils in our School/s with SEND needs and communicating trends, needs and difficulties to the Trust to be part of the Trust strategic plan.
- Lead, co-ordinate and support the provision that meets the pupil's needs and monitor its effectiveness.
- Proactively work with relevant services for pupils as identified.
- Ensure robust and accurate records are maintained and kept up to date.
- Review EHCPs with parents or carers and the pupil- using a child centred approach and fulfilling our statutory duty to best effect.
- Communicate regularly with parents or carers so they are informed- lead a range of communication methods.
- Ensure that if a pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Be an exemplar for effective SEND practice through quality first teaching when required; demonstrate and model how effective high-quality teaching and learning improves access for all.
- Maintain care plans for pupils with medical needs.

LEADERSHIP AND MANAGEMENT

- Work closely with the Cluster SEND Leads to ensure schools have a strong SEND provision.
- Contribute to school improvement plans and whole-school policy for SEND.
- Identify training needs for staff and a plan for how to meet these needs.
- Lead INSET for staff on a regular basis linked to SEND
- Share and update procedural information, such as the SEND policy.
- Promote the Trust's ethos and culture that promotes good outcomes for pupils with SEND or a disability.
- Support the Cluster SEND Leads to enhance and further develop our system leadership in SEND.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the Trust's policy and practice and share these with key stakeholders.
- Lead the gathering of stakeholder views, pupils with SEND and additional needs views, their families views and those in the school environments. Use views to improve and enhance current provision.

GENERIC REQUIREMENTS

- Ensure the values of Rise Multi Academy Trust are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
- Contribute to the formulation and implementation of the Rise Multi Academy Trust Improvement Plan;
- Be prepared to work 'across the piece', being flexible and interested in other areas;
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required;

- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
- Carry out duties placed on staff by Health and Safety legislation;
- Carry out appropriate additional tasks at the request of the senior leader.

REVIEW AND AMENDMENT

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL OR DESIRABLE
EDUCATION & TRAINING	Qualified teacher status	E
	Degree	E
	National Award for SEND Co-ordination, or a willingness to complete it	E
EXPERIENCE & SKILLS	Cross phase teaching experience	E
	Experience of working at a whole-school level	E
	Involvement in self-evaluation and development planning	E
	Experience of conducting training/leading INSET	E
	Significant, strong teaching in the primary age range.	E
	Substantial knowledge and understanding of learning and teaching in the primary age range.	E
	Understanding of the principles of Assessment for Learning.	E
	Experience leading SEND provision in primary phases.	E
	Sound knowledge of the SEND Code of Practice.	D
	Understanding of what makes 'quality first' teaching, and of effective intervention strategies.	E
	Ability to plan and evaluate interventions.	E
	Data analysis skills, and the ability to use data to inform provision planning.	E
	Ability to build effective working relationships.	E
	Ability to influence and negotiate.	E
	Sound knowledge of how to support the needs of all vulnerable pupil groups.	E
	Full driving licence and access to a car	E
PERSONAL ATTRIBUTES	Commitment to the school vision and ethos and the Trust's	E
	Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	E
	Effective communication and interpersonal skills. Ability to chair and participate in complex meetings.	E
	Commitment to maintaining confidentiality at all times	E
	Ability to work under pressure and prioritise effectively	E
SAFEGUARDING & EQUAL OPPORTUNITY	Commitment to the highest standards of equality and celebration of diversity.	E
	Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people.	E



How to Apply:

If you have any questions about the role, or would like an informal and confidential conversation, with John Keech, Deputy Director of Education, please email Saira Shiraz, HR Administrator, **recruitment@risemat.co.uk** advising of your availability and suitable contact number.

All completed applications must be submitted via eteach.
Please note that CV's are not accepted

Contact us :



www.risemat.co.uk



1311A Melton Road,
Syston
LE7 2EN

Close date: Tuesday 20th February, 9:00am

Interview date: Monday 26th February