

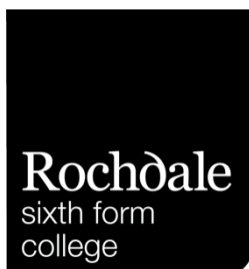
DIRECTOR OF SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Application Pack

Closing Date: 11th October 2024 at 12pm

Interview Date: 21st October 2024

BRINGING EDUCATION TOGETHER



Dear Colleague,

Thank you for your interest in the post of Director of SEND at Altus Education Partnership.

Altus Education Partnership was formed in 2017 out of Rochdale Sixth Form College, an Ofsted Outstanding provider and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- Rochdale Sixth Form College (RSFC) opened in 2010 to address the significant underachievement in A Level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The college is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's performance tables and national achievement rate tables.
- Edgar Wood Academy is a secondary school opened in a new build in 2021 under Wave 13 of the free schools' programme. The school has already established a strong reputation in the local community and is significantly over-subscribed for 2023-24.
- Kingsway Park High School is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The school recently benefitted from a new teaching block which opened at the end of 2023.
- Bamford Academy is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community.

Altus is now on the cusp of significant and quite rapid growth, with a high number of schools indicating an interest in joining the Trust, with seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 450 staff in four academies, within three years this could easily increase to around 10,000 students, 1000 staff and ten or more schools.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a memorandum of understanding with Hopwood Hall College around the curricula the two colleges offer and to support transition of students to post-16 education.

The role of a HR assistant is to support the HR team and to provide high quality and efficient HR service for the Trust. This is a "customer" focused role to provide comprehensive, accurate and timely HR administration support and advice across all aspects of HR and to assist with the development of the HR administrative function.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact Gill Barratt or myself.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification.
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Friday 11th October 2024** to arrive no later than 12.00 midday. Interviews expected to take place week commencing Monday 21st October 2024.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

Leadership Pay Scale L18 – L22 £71,729 - £79,112

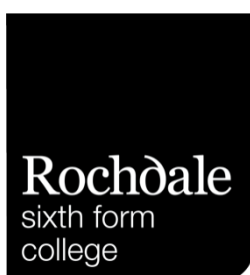
Start Date

January 2025

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus Education Partnership is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.



Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To create and successfully run a family of inclusive academies from early years to 18 that enables all students, regardless of background, to progress to an aspirational career, a fulfilling life and make a positive contribution to their local community.

Our Values

- **Unrelenting commitment** to improve the quality of our provision and enhance the lives of our students.
- **Openness** in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- **Accountability** through the rigorous, transparent and forensic analysis of all aspects of our performance.
- **Commitment** to the principles of inclusion and equality.
- **Dedication** to the borough of Rochdale and its surrounds.
- **Collective responsibility** for one another and the results of all our students – “if one fails, we all fail”.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff: “To maximise students’ achievements”

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction.



Job Description

Job Title:	Director of Special Educational Needs and Disabilities
Reports to:	Heads of Education
Contract:	Permanent
Salary:	Leadership Pay Scale L18 – L22 £71,729 - £79,112
Start Date:	1 st January 2025

Overall Purpose of the Post

- To provide strategic leadership for Special Educational Needs across the academies within the Trust to ensure that children and young people with SEND attend, participate, and achieve well.
- To lead the development of Special Educational Needs and inclusion with academy and trust leaders to ensure robust and coordinated strategies for the identification and support for pupils with SEND and other barriers to learning are in place in each academy.
- Ensure that the quality of education for pupils with additional needs or disabilities is ambitious and of high quality.
- Ensures compliance with legal requirements, promotes best practices to create an inclusive learning environment for all children and young people.

Responsibilities

- To be a visible, proactive presence in our academies, promoting equality of educational opportunity and ensuring the quality of SEND provision.
- To be available and approachable in providing timely and informed advice and guidance to staff in the academies.
- To provide support with the implementation of Rochdale's Ordinarily Available Provision across the Trust's academies to ensure outstanding provision for SEND children and young people.
- To develop a secure understanding of the SEND strategies, approaches, resources, skills and knowledge within each academy to identify how support can be best utilised to enable improvement/development.
- To provide ongoing support and advice to SENDCos and academy leaders ensuring a timely response to enquiries.
- To provide support and advice with complex cases at interim and annual reviews and during transition.
- When and where required, to support the academies in working effectively and in partnership with parents and carers to secure the best outcomes for children and young people.
- To develop effective links and partnerships across the early years, primary, secondary and post 16 phases of education linking with PVIs, area SENDCos and local authority services for SEND to include the Educational Psychology service and Rochdale Additional Needs service.
- Ensure positive transition for SEND and vulnerable pupils from stage to stage, ensuring the continuity of learning and support.
- To monitor and evaluate the effectiveness of SEND provision ensuring continuous improvement and development.
- Support and lead the delivery of audits and reviews of the provision for children and young people with SEND in the academies.
- Support senior leaders with SEND self-assessment (evaluation) and the

identification and development of SEND action plans.

- To lead the development of the trust's SEND learning faculty to support the development of SENDCos and opportunities for developing best practice.
- Ensure the effective delivery of appropriate training.
- To ensure academy leaders engage external stakeholders as required to best support inclusion in their academy.
- Ensure leaders in our academies engage actively with parents and carers, to ensure that they are able to play a full role in supporting the best educational outcomes for their children.
- To make recommendations to the senior leadership team and Governors on the provision for SEND, including an analysis of required resources and staffing.
- To represent academies and/or Altus Education partnership locally and/or regionally.
- To work in partnership with Redwood Special school to further develop the Special Educational Needs hub at Edgar Wood Academy.
- To develop links and build partnerships with the local Rochdale Special schools: Brownhill Special School, Newlands Special School, Springside Special school and Redwood Special School.

Support for the Trust

The Director of SEND will:

- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- be aware of and support difference to help ensure everyone has equal access to the services of the trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background. contribute to the trust's ethos, aims and development/improvement plan.
- attend and participate in meetings as required.
- undertake personal development through training and other learning activities including performance management as required.
- provide ongoing professional development and training opportunities for staff.

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- Altus Education Partnership is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- Your terms and conditions are specified within your contract of employment.

Person Specification

Attributes	Relevant criteria		
Qualifications	Good honours degree	E	
	Post-graduate qualification	D	
	Qualified teacher status	E	
	Completed SENDCo training or willingness to undertake this	E	
	Evidence of relevant CPD	E	
Professional knowledge, skills and competencies	Evidence of excellent classroom practise which has impacted positively on outcomes	E	
	Evidence of leading a team at middle or senior leadership level	E	
	Experience as a SENDCo	E	
	Knowledge and understanding of relevant SEND legislation and guidance and an ability to ensure they are implemented effectively	E	
	Knowledge and understanding of LA EHCP processes and procedures (to include paperwork)	E	
	Delivering staff training and promoting professional development of other staff	E	
	An ability to effectively use IT software packages which support all aspects of pupil monitoring	E	
	Excellent communication skills, both written and oral	E	
	An ability to translate current educational thinking into workable, operational plans.	E	
	Strong analytical skills and an ability to interpret data effectively and use it to identify areas for development	E	
	A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school	E	
	Leadership and management skills and competencies	An effective, inclusive and cooperative leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile	E
		An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources	E
Successful experience of motivating and supporting others to improve		E	
Personal qualities	The ability to work as a team and to lead others by example	E	
	A commitment to safeguarding, equal opportunities and inclusion	E	
	An understanding, awareness and empathy for all young people	E	

General Requirements

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
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- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.



BRINGING EDUCATION TOGETHER

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