



Recruitment Pack

Director of Special Education Needs

And Disabilities (SEND)





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## Welcome from Katy Cox

### Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

## Welcome from Angela Ager

### Chair of the Board of Directors

Dear Applicant

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully

Angela Ager (Chair of Directors)

# Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

## **Faith: To nurture our belief in God.**

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

## **Service: To live out the responsibilities of our faith by serving others.**

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

## **Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.**

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

## **Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.**

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

# Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

## The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

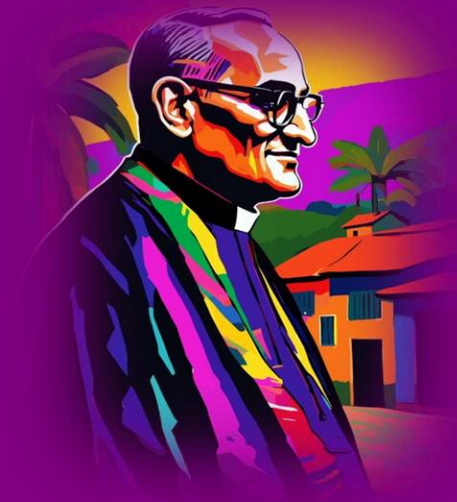
This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



# Job Advert

## Director of Special Educational Needs and Disabilities (SEND)

Leadership Scale Points L20 – L25,  
£79,473 - £89,828

Responsible to: Catholic Senior Executive Leader

Main Location: Romero Central Office with  
travel to other sites

Required to commence 1<sup>st</sup> September 2025

As the Director of Special Educational Needs and Disabilities (SEND) for the Trust you will be the strategic lead for all aspects of SEND. You will provide guidance and support across each of our schools in the Trust, ensuring pupils with special educational needs attend, participate and achieve well in line with their peers. You will establish high quality working relationships with our Headteachers, Senior Leadership Teams and SENDCOs to drive SEND provisions within the Trust.

Through your skilled leadership you will oversee the implementation relating to SEND in all aspects of the statutory guidance for education. You will contribute to the strategic objectives of the Trust by driving a Trust-wide vision and leading a culture of high expectations, access and achievement. Your deep understanding of SEND and alternative provisions will ensure best practice and full compliance across all our schools.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

Full details and application forms are available from our website:  
[www.romerocat.com](http://www.romerocat.com)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing date:** Monday 24<sup>th</sup> March 2025 @ 12noon  
**Shortlisting date:** Wednesday 26<sup>th</sup> March 2025  
**Interview date:** Tuesday 1<sup>st</sup> April 2025



# Director of Special Educational Needs and Disabilities (SEND)

## Job Description

A key element of this role is to lead inclusive provision for all young people across the Trust.

### **Main Duties and Responsibilities**

#### **Strategic Leadership of SEND**

- Be responsible for the development and coordination of the whole Trust SEND strategy, and maximise the benefits of being in a Trust.
- Provide strategic leadership for Special Educational Needs across the schools within the Trust to ensure that pupils with SEND attend, participate and achieve well.
- Lead the Trust team of SENDCOs supporting SENDCOs to share best practice and learn from each other.
- Lead the development of Special Educational Needs and inclusion with school 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 school.
- Review and further develop consistent staffing structures across the Trust that ensure effective support for pupils with SEND, ensuring effective deployment of staffing and resources at school level.
- Ensure the Trust maintains up-to-date knowledge on legislation, whilst meeting its statutory obligations and legal requirements in relation to our cohort of SEND pupils.
- Ensure that the quality of education for pupils with additional needs or disabilities is ambitious and of high quality.
- Monitor and analyse the attainment and progress of all pupils with SEND holding Headteachers, Senior Leadership Teams and SENDCOs to account.
- Analyse and interpret relevant national, local, Trust and school data, research, and inspection evidence to inform all relevant policies and practice.
- Lead on CPD strategy for teaching and support staff across all schools in order to maximise achievement for pupils with SEND/additional needs, including the delivery of Trust wide training.
- Support and influence teaching strategies to embed teaching for learning policies, and be the advocate for adaptive teaching to remove barriers to learning.
- Quality assure all aspects of pupils with EHCPs, including the application phase, funding, implementation of the plans and reviews ensuring statutory responsibilities meet the SEND code of practice.
- Oversee the coordination and consistent approach of special and access arrangements in internal and external examinations for pupils with SEND.
- Maximise the Trusts access to funding to support pupils with SEND.

#### **General Leadership Responsibilities**

- Demonstrate a deep knowledge and understanding of the Trust vision and its main priorities.

- Commit to providing an outstanding consistent pupil experience through collaboration and the sharing of good practice.
- To be a visible, proactive presence in our schools, promoting equality of educational opportunity and ensuring the quality of SEND provision.
- Use data effectively to identify our most vulnerable pupils who are underachieving and, where necessary, ensure senior leaders create and implement effective plans of action too support those pupils.
- Provide support and advice with complex cases at interim and annual reviews and during transition.
- Develop processes of self-evaluation, peer review and external monitoring across all the Trusts schools.
- Take responsibility for the preparation and presentation of performance measures and processes required, to enable monitoring of performance outcomes for all vulnerable pupils.
- Contribute towards the performance management of SENDCOs.
- Provide ongoing support and advice to SENDCOs, Senior Leadership Teams and Headteachers ensuring a timely response to enquiries.
- Ensure appropriate response to complaints and lead on escalated and required complaints in conjunction with the CEO and Governance Lead.
- When and where required, to support the schools in working effectively and in partnership with parents and carers to secure the best outcomes for pupils.
- Develop effective links and partnerships across primary and secondary schools linking with local authority services for SEND.
- Prepare to work and support in an underperforming school until the provision is improved.
- Monitor and evaluate the effectiveness of SEND provision ensuring continuous improvement and development.
- Attend all Catholic Life & Standards Committee meetings providing appropriate reports for committee members.

#### **Additional supporting information – specific to this post**

The above list is not exclusive or exhaustive. Romero CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support Romero CAT's responsibilities towards safeguarding.

Romero Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and Romero CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Romero CAT communications. All staff are required to maintain confidentiality as required.

This post does not require a faith commitment within Romero Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.



# Director of Special Educational Needs and Disabilities (SEND)

## Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
<b>Qualifications and Training</b>		
Qualified Teacher Status	E	A
Degree level or equivalent	E	A
SEND Qualification	D	A
Evidence of ongoing professional development	E	A/I
<b>Experience</b>		
Proven record of successful senior education management	E	A/I
Evidence of clear impact on pupil behaviour and attitudes	E	A/I
Recent evidence of whole school impact leading SEND and/or alternative provision	E	A/I
Track record of delivering and sustaining progressive improvements in areas of responsibility	E	A/I
Track record of delivering successful EHCP applications	E	A/I
Experience of leading inclusive practices	E	A/I
Experience of working with outside agencies and stakeholders of the school to improve achievement and wellbeing of pupils at the school	D	A/I
Experience of working cross-phase (primary, secondary)	D	A/I
Experience of alternative provision	D	A/I
<b>Knowledge</b>		
Have an up-to-date detailed knowledge of the best and proven inclusive practices in education	E	A/I
Understanding of current OFSTED inspection framework and how they are applied in schools	E	A/I
Knowledge of all aspects of the funding connected to SEND	E	A/I

Knowledge of effective technologies to support teaching, learning and management	E	A/I
Ability to initiate and successfully implement change	E	A/I
Successful experience of working with Governors	D	A/I
<b>Skills and Abilities</b>		
Excellent leadership and management skills	E	A/I
Ability to communicate effectively to a range of audiences including pupils, families, colleagues, schools and external multi-agency organisations	E	A/I/T
Has strong interpersonal skills and self-awareness, adapting to situations and carefully managing professional relationships, with the ability to lead, influence, empower and manage change	E	A/I
Able to engage key stakeholders to facilitate change, development and ongoing improvement	E	A/I
Able to coach, develop and support staff	E	A/I
Possess strong interpersonal skills and ability to work well under pressure, delegate, plan and manage time effectively	E	A/I
Possess personal resilience and the ability to maintain staff morale at times of pressure and change	E	A/I
Good verbal, inter-personal, written presentation and communication skills	E	A/I/T
<b>Characteristics</b>		
Self-motivated, hardworking and resilient	E	I
Sense of humour, warmth and optimism	E	I
Open, honest, humble and approachable	E	I
Innovative and creative	E	I
Ability to relate to and communicate effectively with a wide range of people (pupils, staff, external agencies etc.) with a calm and courteous manner	E	A/I/T
Willingness to be flexible and work to meet the best interest of the Trust	E	A/I

Self-awareness, ability to self-evaluate and receive, and act upon, constructive feedback	E	A/I
Reliability, integrity and resilience	E	A/I/R
Ability to understand, demonstrate and apply the Trust Values	E	A/I/T
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Essential car user	E	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
<b>Prepared by:</b>	<b>CSEL</b>	<b>Date:</b>
		<b>March 2025</b>

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Attendance**

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## How to apply

If you would like to find out more about the position please contact the HR Department on 01282 855500 or [careers@romerocat.com](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**

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DIOCESE OF  Salford

 **Romero**  
Catholic Academy Trust