**District Lead Swale Specialist Teaching and Learning Service**

**Job Description**

**June 2022**

Job Title: District Lead Swale STLS

Reports to: Executive Principal, Meadowfield School

Hours: Full time

Salary: L20 – L24

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| Key aim of the role:  To strategically lead the STLS team in order to:   * Raise standards of high-quality inclusive teaching in mainstream classrooms that enables children and young people with SEND who attend mainstream early years settings and schools to remain in these settings with access to quality first teaching * Develop the targeted and specialist knowledge, skills and expertise in Kent early years settings and mainstream schools using specialist SEN support services to create a coordinated, equitable and effective provision of additional support for children and young people with special additional needs |

Duties and responsibilities:

* Work in partnership with the Executive Principal to deliver every aspect of the STLS SLA
* Work in partnership with the Executive Principal and Director of Finance and Business Services to manage the STLS budget in line with the SLA
* Provide coordinated management and leadership of the Swale specialist team including appraisal and supervision
* Play a key role in local planning and decision-making process, for example LIFT Executive (who will provide strategic oversight of the service), LIFT and EYFS LIFT, Local Inclusion Plans with the aim of driving local inclusion responses based on local need
* Provide timely advice and support to Swale’s mainstream schools and early years settings as part of Kent County Council’s co-ordinated strategy for SEN support (the future delivery of the service will be inline with the Kent SEND strategy and the countywide approach to inclusive education)
* To Lead on all aspects of the MIDAS Centre including the planning and delivery of a comprehensive range of training for professionals and workshops for parents, carers and families. Ensuring that the programmes of training reflect identified local priorities as well as county wide needs.
* Provide specialist expertise, quality assurance and monitoring of specialist interventions within Swale
* Lead the Swale STLS team in delivering a range of types of support including, but not limited to, Education Endowment Foundation toolkit, Autism Education Trust resource materials, Anna Freud Centre, Nurture UK, British Dyslexia Association, a core offer (a combination of training and advisory support) and a bespoke offer (developed in response to local needs)
* Lead on the STLS section of Meadowfield’s strategic improvement plan and provide regular reports to governors
* Liaise with multi-agency colleagues to support complex case management
* Monitor and evaluate the impact of interventions and their contribution to the achievement, attainment and progress of CYP in line with the STLS SLA
* Participate in a quality assurance practices as per the Swale STLS SLA, demonstrating impact against all KPIs
* Contribute to the interpretation of data to provide appropriate information which is disseminated and supported by appropriate specialist strategic advice to facilitate local planning and interventions
* Contribute specialist knowledge and expertise to local and county planning and decision-making processes in respect of CYP with SEND including representing Swale district at meetings advice, in line with the STLS SLA
* Participate actively, positively, proactively and effectively in professional supervision and performance management processes
* Carry out all duties in line with all Meadowfield policies and practices and with ‘Keeping children Safe in Education’
* Work collaboratively with senior leaders and governors of Meadowfield school, contributing to strategic development and review processes with particular reference to STLS

*This job description must be considered along with the ‘Kent County Council Service Level Agreement with Meadowfield School to deliver The Specialist Teaching and Learning Service in the District of Swale’*

*These responsibilities and duties may be amended, in consultation with the post holder*

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| *Job*  *holder*  *signature* |  | *Date* |  |
| *Line*  *Manager*  *Signature* |  | *Date* |  |

**District Lead Swale Specialist Teaching and Learning Service**

**Person Specification**

**June 2022**

*The following outlines the minimum criteria for this post*

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| Qualifications | * QTS or equivalent * One or more specific, relevant, advanced specialist professional qualifications(s) * Leadership qualification |
| Experience | * Leading a specialist team * Leading outreach service * Collaborative work with a range of professional and parents/carers * School leadership and management in a specialist and inclusive educational environment * Design and delivery of high-quality professional development to a range of audiences * Monitoring and evaluation activities including maintaining records and data and managing information and records of communication through the use of IT * Developing working practices in a rapidly changing environment |
| Skills and Abilities | * Strong interpersonal and communication skills to build and maintain effective working relationships with the ability to resolve conflict, facilitate meetings, contribute a clear vision to working partnerships and be an agent of change * To be strong and unified, with the whole team founded on clarity of purpose, embracing full accountability for achievement and a ‘can-do’ innovative culture that distributes responsibility boldly and celebrates and rewards success * Ability to motivate and maximise the contributions and confidence of all STLS team members to continuously improve performance * Strength in working with other agencies, working in partnership to develop effective links and with local and national experts to lead research and development project within the field of SEND * Capability to develop effective partnerships with the LA to ensure the STLS play an effective role in supporting a co-ordinated county SEND strategy and the priorities set out in the Countywide Approach to Inclusive Education (CATIE) * Model the highest professional standards in all areas of work, including Teacher Standards * Use of statistical data to track progress and measure impact |
| Knowledge | * Understanding of legislation, guidance, processes and strategies re: SEND, inclusion, equality, diversity * Highly specialist knowledge of the impact of specific SEND on access to the curriculum in mainstream settings and schools * Commitment to professional development and applying this within a specialist area of work |
| Behaviours | * Commitment to tolerance, compassion, equality, diversity and inclusion * Self-motivated with a positive and *can do* approach * High level of emotional intelligence |