



# **Recruitment Pack**

## **Head of SEND and Inclusion**



<b>Post title</b>	Head of SEND and Inclusion
<b>Location</b>	Trust Wide - Initially based in our soon to be opened Newstead Academy, Athersley North, Barnsley
<b>Salary &amp; Grade</b>	Leadership L15 – L20 (£59,581 - £67,364 per annum- pending pay award)
<b>Hours</b>	Full time, Permanent

Waterton Academy Trust is looking to appoint an exceptional leader of SEND and Inclusion to join our central team from January 2023 or sooner.

Inclusion is a key priority for the Trust. The Head of SEND & Inclusion is a new role and part of our strategic approach to increasing our leadership capacity. Reporting to the CEO, this is an exciting opportunity to lead our network of SEND practitioners and also our growing inclusion offer. The successful candidate will work alongside academy-based SENCOs to align our SEND practice and ensure excellent practice is found within every Waterton Academy. You will also support our central team colleagues to grow the inclusion provision throughout our partnership areas. This newly established role will form an integral part of the Trust's School Improvement Team.

Your primary focus will be to lead, manage and effectively deploy staff and resources across our newly formed inclusion resources at Newstead Academy and Churchfield Primary School. You will be responsible for all areas of the provision and lead a team of dedicated professionals who share your passion for supporting some of the most vulnerable children in our communities.

We wish to appoint positive people who want to make a difference. Achievement focused, with a strong belief in inclusive schools, you will be passionate, highly driven and will play a significant role in the next phase of the Trusts development. Our most vulnerable pupils, including those from potentially disadvantaged backgrounds, those with SEND and the ablest, all have an entitlement to powerful knowledge and a great education.

Your track record will demonstrate positive impact and the ability to develop and maintain positive working relationships. You will be an outstanding SEND practitioner with significant senior leadership experience, leading this crucial area across the Trust and with that, a driving force for innovation and excellence.

**In return, Waterton Academy Trust can offer:**

- A fully supportive Trust Senior Leadership and central team
- A well-being package
- A cycle to work scheme
- An excellent pension package
- A firm commitment to your professional development
- A welcoming and positive environment with supportive colleagues

# Dear Applicant

Thank you for your interest in the post of Head of SEND and Inclusion. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came into being on the 1st September 2014. Our 13 primary, infant, junior schools and preschools are currently situated within the Wakefield and Barnsley areas and consist of almost 4000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.



Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.

Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,



Dave Dickinson OBE  
Chief Executive Officer

# About the Trust



Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we do that.

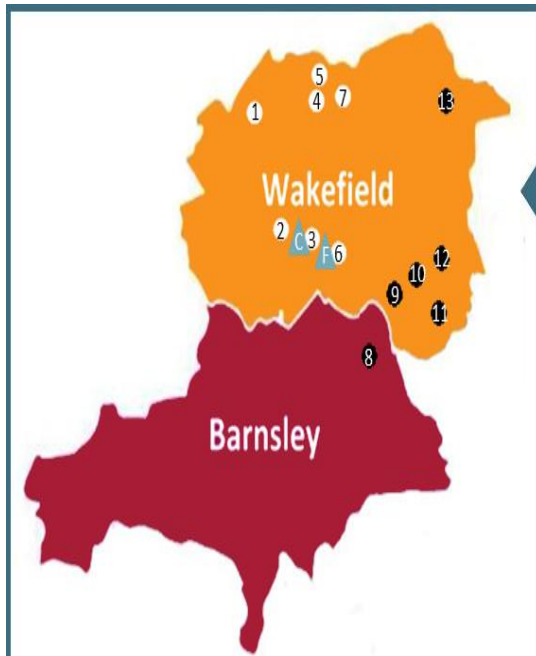
The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between each other within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



I joined Waterton as an apprentice and have enjoyed three years of professional development. I feel that I have grown into a valued member of the Central Team. I am loving working within the excellent resource that is the CfE.

**Jack**

**Digital Media Officer**



## Waterton Offices

C – Centre for Excellence  
F – Finance Office



## West Hub Schools

- 1 – Wrenthorpe Academy
- 2 – Sharlston Community School
- 3 – Walton Primary Academy
- 4 – Normanton Junior Academy
- 5 – Lee Brigg Infant and Nursery School
- 6 – Crofton Infants' School
- 7 – Normanton Common Primary Academy



## East Hub Schools

- 8 – Churchfield Primary School
- 9 – King's Meadow Academy
- 10 – West End Academy
- 11 – South Kirkby Academy
- 12 – Ackworth Mill Dam School
- 13 – Cherry Tree Academy

# About the Trust

(Continued)



## Partners and Projects

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust.

Below are examples of some of the partners, projects and opportunities that Waterton Academy Trust colleagues experience.

I started my teaching career as an ITT student through the Waterton and Leeds Trinity partnership. I enjoyed the ITT course and found the training on offer, especially within Waterton, to be extremely beneficial. The course was challenging, supportive and a great deal of fun. The fact that there is a job at the end for successful students is the cherry on the cake!

**Robyn**

**Year 2 Teacher**



Education  
Endowment  
Foundation

A collaborative partnership between Wakefield Local Authority, Wakefield System Leaders and Doncaster Research School. Supported by funding from the Education Endowment Foundation and Wakefield Council. The primary project is led by Waterton's CESO and Waterton LLEs are involved throughout.

A partnership through which EBE and Waterton Academy Trust (and the broader Waterton network) collaborate to offer professional learning to teachers and leaders.



**Evidence Based  
Education**



**Apprenticeships**

The desire to invest in all colleagues has seen the trust become an apprenticeship provider. The first apprenticeship to be designed was the Level 3, Supporting Learning in Primary Schools. The trust is currently designing further courses to support early career progression.

Investing in future leaders has seen the trust create a strong relationship with Learners First. Colleagues have full access to NPQ courses, with NPQH and NPQEL cohorts working together in the CfE.



## Why Choose Waterton?

Everything we do is about creating a team of committed professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside sector leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.



# Job Description



Post title	Head of SEND and Inclusion
Salary & Grade	Leadership L15 – L20 (£59,581 - £67,364 - pending pay award)
Hours	Full time, Permanent
Reporting to	CEO

## Job Purpose

- Be a champion for inclusive provision for all young people with SEND across the Trust.
- Lead and grow our Specialist Inclusion Provision.
- To lead the Trust SENDCO network.
- Be accountable for the progress and well-being of pupils with SEND.
- Develop and implement the Trust's SEND & Inclusion strategy.
- Lead on the development of policy and practice across the Trust.

## Key Responsibilities and Accountabilities

### Leadership

- Lead the Trust SEND network, supporting SENDCOs to share best practices and learn from each other.
- Lead the Trust Specialist Inclusion sites, ensuring operational excellence.
- Establish clear expectations and constructive working relationships across the Trust.
- Have knowledge, understanding, and advocacy for the Trusts vision, guiding principles and strategic goals.
- Remain focused on evidence-based research in order to inform SEND and Inclusion practice.
- Contribute to the strategic plan, operational plans, and evaluation of SEND and Inclusion Trust wide.
- Ensure that all our statutory obligations are met.
- Ensure that Trust policies regarding SEND remain up to date and reflective of best practice.

### Teaching and Learning

- Imbed a trust wide understanding of the main strategies for improving and sustaining high standards of teaching, learning and achievement for pupils with SEND.
- Ensure curriculum coverage, continuity, and progression for pupils with SEND.
- Support schools with monitoring the impact of the curriculum for pupils with SEND, making changes to the provision where appropriate.
- Ensure the planning, delivery, and assessment of provision for SEND pupils is consistent across the Trust.

- Grow a culture of high expectations for pupils with SEND and an inclusive approach to education.
- Ensure that data is used effectively to inform practice across the Trust.
- Evaluate the provision for pupils with SEND across the schools and use this analysis to identify effective practice and areas for improvement.

#### **Leading and Managing Staff**

- Lead the recruitment of quality staff across the SEND network and Specialist Inclusion Provisions.
- Be responsible for the direct line management for staff employed at our Specialist Inclusion Provisions.
- Ensure that a quality SEND and Inclusion CPD offer is in place for all Trust staff.
- Embed a culture of sharing of best practice throughout the SEND network.
- Work closely with SENDCOs and Leaders across the Trust to ensure we meet the needs of SEND pupils;
- Ensure an appropriate Trust wide management system is in place to deliver compliance and efficiency.
- Lead the Trust engagement with outside agencies, creating strong links with system partners.
- Ensure all statutory obligations are met in all Trust settings.
- Develop strategies to ensure Trust academies enjoy a positive relationship with parents and communities.
- Work alongside Trust central colleagues to secure value from external provision partners.

#### **Inclusion**

- Be responsible for all matters relating to the operation of our Specialist Inclusion Provisions.
- Ensure the curriculum offer within the Specialist Inclusion Provisions is strong.
- Lead on the recruitment and development of an excellent inclusion provision workforce.
- Provide strategic leadership and management across the Trust-wide inclusion offer.
- Be the lead officer for safeguarding across the Trust-wide inclusion offer.
- Design and implement a Trust-wide Inclusion Policy
- Monitor and evaluate all data in relation to the of pupils that attend our Specialist Inclusion Provisions
- Ensure that each Specialist Inclusion Provisions has effective safeguarding improvement planning in place.
- Ensure the Trust reputation remains strong within the system leadership network.
- Develop a robust Trust wide understanding the Ofsted inspection framework.
- Report to the Trust leadership on all issues relating to SEND and Inclusion.

#### **Core Responsibilities and Duties**

All post holders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place.

- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required.

# Personal Specification

<b>Title</b>	Head of SEND and Inclusion
<b>Accountable to</b>	CEO

**AF:** Application Form

**I:** Interview

**CQ:** Certificates/Qualifications

**R:** Reference

**OT:** Occupational Task

**P:** Presentation

Qualifications	Essential	Desirable	How Identified
Qualified Teacher Status	X		AF/CQ
Relevant Degree	X		AF/CQ
Evidence of further professional development relating to leadership of SEND & Inclusion		X	AF/CQ/I
<b>Experience</b>			
Experience of leading the development of new provisions		X	
Substantial primary or specialist teaching experience	X		AF/I/R
Substantive experience as a senior leader in a primary school or specialist provision setting	X		AF/I/R
Highly successful experience of leading and managing whole school developments	X		AF/I/P
A history of a strong commitment to inclusion with high expectations for all learners	X		AF/T/R/P
Experience of line management and holding others to account with demonstrable positive impact	X		AF/I/R
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social, and emotional needs	X		AF/OT/I/P
A strong record of successful development of colleagues		X	AF/OT/I/P
<b>Abilities, Skills and Knowledge</b>			
Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation specifically related to SEND and Inclusion	X		AF/I/R/P
An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD	X		AF/I/R/OT
Up-to-date knowledge of specialised curriculum for young people with SEMH	X		AF/I/R/P
A wide and current knowledge of SEND and Inclusion legislation and best practice	X		AF/I

Understanding of the importance of partnership working and accepting appropriate support from others, including colleagues and external agencies		X	AF/I/R/P
Understand the role of collaborating and networking within the Trust and beyond		X	AF/I/R/P
A wide and current knowledge of innovations in behaviour management	X		AF/I/R/OT
Understanding of the leadership challenges of a complex setting	X		AF/I/R/OT
Ability to work with and advise the Trust Board to enable them to fulfil their role and statutory obligations		X	AF/I
<b>Personal Qualities</b>			
A passion for inclusion and securing the best outcomes for all children	X		AF/I/R/P
Commitment to the safeguarding of vulnerable young people; empathy with the needs of children	X		AF/R/I
Strong personal motivation and drive	X		AF/I/R
Personal and professional resilience in the face of challenging situations	X		AF/I
A strong team ethos	X		AF/I/R
A commitment to the vision, guiding principles and strategic goals of the Trust	X		AF/I/R/OT /P



# Next Steps

## Further Details

For further information or to arrange a discussion with the CEO, please contact Gemma Waring, Executive Assistant to the CEO by email [gwarling@watertonacademytrust.org](mailto:gwarling@watertonacademytrust.org) , or by telephone on 01924 240767.

## To Apply

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. [www.watertonacademytrust.org](http://www.watertonacademytrust.org)

Completed applications are to be returned to [hr@watertonacademytrust.org](mailto:hr@watertonacademytrust.org) by the closing date below.

## Selection Timeline

**Closing Date:** Friday 14<sup>th</sup> October - midday

**Shortlisting:** Monday 17<sup>th</sup> October

**Interviews:** Friday 21<sup>st</sup> October



Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13. The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview. We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



# WATERTON

ACADEMY TRUST®



**Waterton Academy Trust**  
**The Grove, Walton,**  
**Wakefield,**  
**WF2 6LD**