

# Job Description

## School Improvement Director (SEND)



Role:	School Improvement Director (SEND and Inclusion)
Responsible to:	School Improvement Lead (Teaching and Learning)
Based at:	One of the Northants/MK schools
Hours:	Permanent, Full time
Grade:	L12 - 16

### Job Context

Tove Learning Trust is a MAT based in Northamptonshire/Milton Keynes but reaches north to the West Midlands. The Northamptonshire/Milton Keynes region (Central region) includes Sponne School in Towcester, Elizabeth Woodville School in Roade and Deanshanger, Rushden Academy, Lord Grey Academy, Stantonbury School, Wootton Primary School, Knowles Primary School and Water Hall Primary School. One of which is currently rated 'outstanding', one 'good', one 'requires improvement' and five new schools who are currently unrated. All secondary schools would have been expected to have an improving Progress 8 for 2019/20.

The postholder will work with the School Improvement Lead (Teaching & Learning), SENDCO leads and school headteachers/principals to ensure that the SEND and Inclusion provisions across the trust are of the highest quality and fully supportive of all young people.

### Key Responsibilities

- To drive school improvement by leading on effective trust-wide teaching and learning strategies in primary and secondary SEND, primarily across the TLT Central region
- To work collaboratively to support headteachers and leadership teams to accurately evaluate the quality of teaching and learning. To derive and implement appropriate support and challenge packages that lead to improved, high quality performance
- To role model best practice as an outstanding teacher, sharing this across the region and working in collaboration with the Teaching School to provide professional development
- To be an active contributor to the School Improvement Director team to ensure consistency in school improvement across the Trust.

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1. Acting as the link in all academies to ensure that planning, leadership, teaching and learning, progress of students and all other aspects of SEND provision is on a clear trajectory towards outstanding
2. To direct and support the implementation of challenging and appropriate targets for pupils with SEND
3. To lead and participate in the reviews of SEND provision to establish a baseline that can be used to instigate improvement planning

4. Assist in the creation of faculty improvement plans in response to the review process including the identification of required support and training
5. To monitor the progress of any plans through visits, observations, the monitoring of current data and discussion with relevant staff
6. To ensure timely intervention takes place when under achievement or poor progress is identified
7. To lead on the training, mentoring and coaching of appropriate staff as required
8. To ensure consistency and coherency of an inclusive curriculum delivery across the trust schools
9. To ensure that the School Improvement Lead (T&L) and the Principals/Headteachers are kept informed of the progress of individual academies and any challenges which may arise.

**In addition you will:**

10. Support the delivery of the Trust's Academy Improvement Strategy
11. Ensure lines of communication are clear with academies and appropriate members of the team
12. Follow the Trust's policies and procedures at all times
13. As required by the Chief Executive Officer represent the Trust at meetings with Ofsted, Local Authorities and other colleagues and organisations
14. Complete reports as required for the Trustees
15. Work with other Academy colleagues to secure stakeholder engagement as required
16. Manage financial and other resources and risk effectively in accordance with Trust procedures
17. Demonstrate a positive commitment to equality and diversity
18. Contribute to building the Trust service culture and team ethos
19. Contribute to the development of the Trust Strategic Plan
20. Manage staff as appropriate to their specific area of responsibility
21. Support the development of the Trust's ethos within the team, across the network and within the wider community
22. Support the implementation of procedures which manage complaints
23. Any other duties commensurate with the role

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and visitors to share this commitment.