



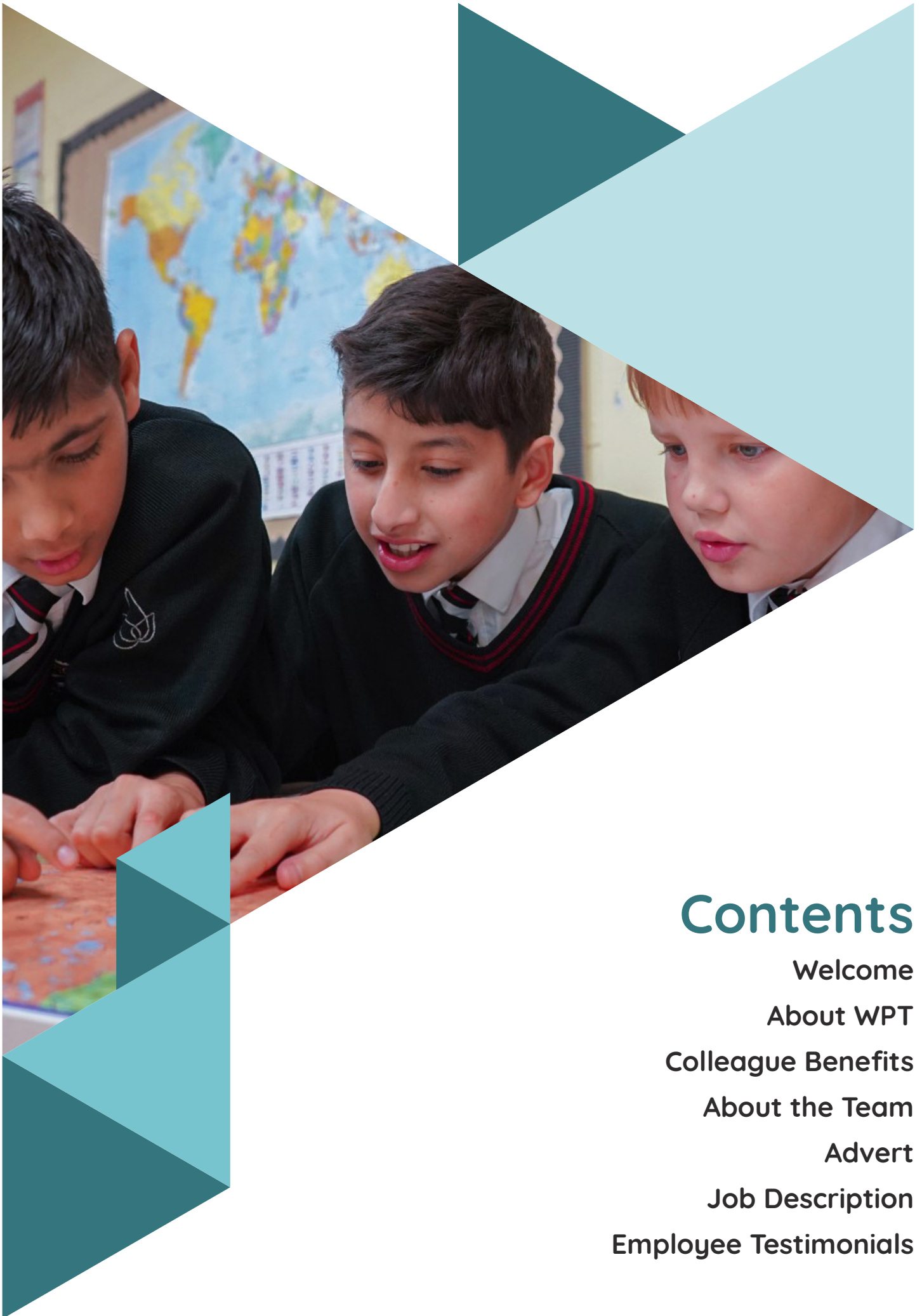
Trust Manager for SEND

Central Services Recruitment Pack

wickersleypt.org



WICKERSLEY
PARTNERSHIP
TRUST.



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Welcome

A very warm welcome to Wickersley Partnership Trust.

Wickersley Partnership Trust (WPT) was founded in 2014, and I became CEO in 2018. WPT exists to further the interests of the young people that it serves. We believe that education empowers and enriches: our vision is to send all children into an ever-changing world able and qualified to play their full part in it. We are committed to ensuring that all students have the best educational experience possible, and we know that recruiting the highest quality colleagues is key to realising this mission.

As a parent myself, I am a strong believer that if it isn't good enough for my own children, it isn't good enough for the children of the communities we serve. I uphold these standards in every decision I take as CEO.

Our ethos is clear: we are one school on many different sites. Our innovative use of System Leadership ensures that colleagues are well supported and work collaboratively so that all students, regardless of the school they attend, receive the same high-quality education and experiences.

As a Trust we invest heavily in our colleagues. All staff have access to Westfield Health, with many benefits including 24/7 GP access and counselling sessions. Our innovative Workforce Development program, ongoing Professional Development, outstanding Training Opportunities including Degree Level Apprenticeships for support staff and NPQ routes for teaching staff, truly set us out from the crowd. All roles at WPT are part of wider job families, with clear progression routes identified. This enables colleagues to progress in their chosen career, and allows a natural succession plan to form with systems in place to identify talent.

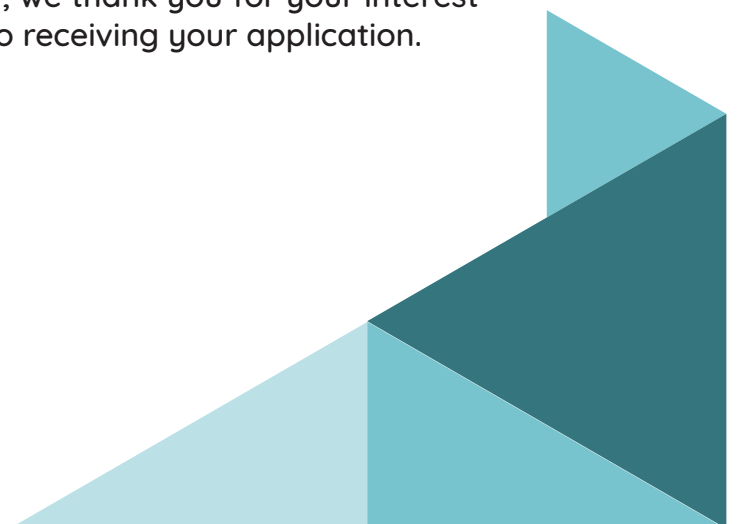
All staff are enrolled into generous local government or teacher pension schemes, and we were among the first Trusts in the country to standardise terms and conditions for our support and teaching colleagues.

The wellbeing of our colleagues is our number one priority. We hold regular wellbeing events, including an annual Staff Awards evening. We can offer flexible working and term time / flexible hours. We invest in our Induction programme to ensure that all colleagues are welcomed to the Trust fully informed and ready to positively affect the education and futures of the children that we serve. We strongly believe in a healthy work-life balance; leaders are always mindful of this when managing their teams.

Regardless of the position you are applying for, we thank you for your interest in joining our growing team. We look forward to receiving your application.



Helen O'Brien
Chief Executive Officer,
Wickersley Partnership Trust



About WPT

We aim to send all children into an ever-changing world, able and qualified to play their full part in it.

Wickersley Partnership Trust (WPT) was formed in March 2014 when Wickersley School and Sports College - one of the original 100 Teaching Schools - became an academy. In August 2014, Rawmarsh Community School became the first school to join WPT, and since then we have grown into a family of 13 schools, including 5 secondary schools, 8 primary schools, 1 sixth form and several SEMH provisions. We predominantly serve the town of Rotherham, South Yorkshire, but also operate The Gainsborough Academy in Lincolnshire.

We have a proven track record of improving our schools, with five schools moving from 'Requires Improvement' to 'Good' to join our existing 'Good' schools.

We are proud of the close links we have formed between our schools. We have a strong team of Subject Directors, Lead Practitioners and Senior Leaders to ensure consistency of approach, and to enable all students, regardless of their background, to have the same opportunities and life chances.

Many of our primary schools feed in to our secondary schools, and we pride ourselves in our unique and inclusive transition arrangements, including residentials for all Year 5 and Year 6 students and Prom for all Year 6, Year 11 and Year 13 students. Our Year 7 students start with us in July each year - 3 weeks early - for an extended transition period known as Rollover.

All schools have access to the services of our embedded Central Team. Our centralised services include HR, Recruitment, Finance, Governance, Transport, Premises, Operations, Marketing and Communications, IT, Data, Timetabling and Cover. Offering these services centrally enables our schools to focus on their core mission of improving outcomes for our students.

We have close links to Learners First, who offer industry-leading teacher training. We also have close ties with Rotherham School Games, which sees our students compete across various sports against other schools in the borough. WPT has exclusive access to Ulley reservoir, where students participate in a unique Outdoor Adventurous Activities offer.

We invest heavily in our infrastructure and environmental commitments. In recent times we have built a new block at Rawmarsh Community School, refurbished and extended Foljambe Primary School, installed solar panels at the majority of our schools and improved our SEMH Provision facilities, as well as investing in new outdoor spaces at our primary schools.

Our Strategic Priorities underpin everything that we do at WPT:

- Leadership Development
- People Development
- Effective Curriculum & Outcomes
- Active Part of the Community
- Wellness: Staff and Students

The WPT website contains much more information about what we stand for and believe in.

www.wickersleypt.org

Colleague Benefits

WPT has developed a core benefits and wellbeing offer that all colleagues are entitled to. From a leading pension to Westfield Health access; our annual Staff Awards to termly wellbeing events, the wellbeing of our staff underpins every aspect of how we operate.

- Competitive salary
- Generous Local Government (support staff) and Teacher Pension Schemes
- Westfield Health subscription including:
 - Togetherall – a confidential, safe online forum
 - Doctorline – 24/7 access to a GP
 - 24-hour advice and information line
 - 1:1 counselling
- Enhanced and equitable Teaching and Support Staff Terms and Conditions

Professional Development

- Ongoing Professional Development, including our innovative Workforce Development programme and employee-generated CPD
- Embedded System Leadership with built-in support and development for all colleagues
- Degree-level Apprenticeship opportunities for support staff
- Middle and Senior Leader training via NPQ routes in partnership with Learners First
- Specific job families and identified progression routes
- System training on topics including Google, Bromcom, Excel and internal systems

Wellbeing

- Innovative Induction Programme
- 33 days minimum annual leave including bank holidays, increasing after 5 years' service
- Flexible working opportunities for part time, job share and term time only roles
- Occupational sick / maternity / paternity / adoption pay
- Published Directed Time Calendar for teaching staff
- Annual Staff Awards
- Termly wellbeing events including Wreath Making at Christmas and Cake Decorating at Easter
- Free flu jabs



Advert

Trust Manager for SEND

Wickersley Partnership Trust

L2 - L6

Permanent

Full Time

As soon as possible



Who we are

We're Wickersley Partnership Trust (WPT) - a multi-academy trust with eight primary schools, five secondary schools, one sixth form and one Central Team under our umbrella.

We're dotted across Rotherham, South Yorkshire with one school based in Gainsborough, Lincolnshire.

At WPT, students are at the heart of everything we do, and we aim to send all children into an ever-changing world, able and qualified to play their full part in it. To give them the best educational experience possible, we recognise the importance of investing in and supporting our colleagues.

And that starts with finding the right person for the job!

The role

Join Our Team as a Dedicated Lead for SEND!

Are you a passionate and visionary SEND leader ready to shape the future of inclusive education across a thriving family of schools? We are seeking an exceptional **Trust Lead for SEND** - a dynamic and strategic professional who will champion excellence, equity, and innovation in SEND provision from Key Stage 1 through to Key Stage 5.

This is a unique opportunity to influence and elevate SEND practice across multiple settings, working closely with senior leaders, SENDCOs, and school teams to ensure every pupil with additional needs thrives academically, socially, and emotionally.

Key Responsibilities Include:

- **Drive strategic vision:** Lead the creation and delivery of a Trust-wide SEND strategy that aligns with our curriculum principles and reflects our commitment to inclusion and excellence.
- **Ensure compliance and quality:** Develop, implement, and monitor policies that uphold the **SEND Code of Practice (2015)** and the **Equality Act (2010)** across all schools.
- **Champion collaboration:** Lead and inspire a network of SENDCOs, fostering a culture of shared expertise, professional growth, and innovation in practice.
- **Monitor and evaluate impact:** Oversee Trust-wide data on pupil outcomes, provision quality, and compliance—ensuring accountability and continuous improvement.
- **Optimise resources:** Advise on the strategic use of SEND-specific budgets, staffing, and external services to deliver the best outcomes for pupils.
- **Develop people:** Line-manage and support school SENDCOs, empowering them to deliver high-quality provision and professional development within their settings.
- **Influence at every level:** Bridge the gap between Trust-level strategy and school-level implementation, ensuring cohesion, clarity, and consistency across all phases.



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Join Our Team and Make a Lasting Impact!

At our Trust, inclusion is not a policy — it's a principle that shapes everything we do. You'll be joining a values-driven organisation where collaboration, professional growth, and innovation are at the heart of our culture. Apply now and embark on a transformational journey and make a genuine difference leading SEND practice across WPT.

For further details, and to apply, please visit our [recruitment portal](#).

During the application process, please upload a supporting statement which should be no longer than two sides of A4 (this should not be a CV) clearly demonstrating:

- Why you are applying for this position
- How you meet the competencies of this role using examples from your current and previous experience (please refer to the documents attached to this advert)
- Any information which you consider relevant that you have not already mentioned

This information is important as it will be used in the shortlisting process to identify suitable candidates for interview and assessments.

We may hold interviews as and when applications are received, and this job may be withdrawn without notice. We encourage you to apply as soon as possible.

Application forms and further details are available from <https://recruitment.wickersleypt.org/>

In line with our commitment to safeguarding and promoting the welfare of our students, all appointments are subject to an enhanced Disclosure and Barring Service check and satisfactory references. Shortlisted applicants will undergo relevant checks in line with statutory guidance.

Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

Please note we operate under a Safer Recruitment Policy and as such do not accept CVs. All applicants must complete an application in full via our recruitment portal.



JOB DESCRIPTION

TRUST MANAGER FOR SEND

RESPONSIBLE TO: Executive Lead for SEND

DIRECT REPORTS: School-based SENDCOs

JOB PURPOSE

The Trust Lead for SEND (Primary & Secondary Focus) is a strategic and operational leadership role responsible for ensuring exceptional, equitable, and cohesive SEND provision across all Trust schools, from KS1 through KS4/5.

This role bridges the gap between executive strategy and school-level implementation, driving consistency and excellence in inclusive practice, curriculum adaptation, and staff development.

MAIN RESPONSIBILITIES

Strategic Leadership and Trust-Wide Coherence

- Vision and Strategy: Lead the development and implementation of a shared vision and strategy for SEND provision that aligns with the Trust's core curriculum principles and ensures high standards of teaching and learning for all students with additional needs
- Policy and Compliance: Develop, champion, and monitor the implementation of Trust-wide SEND policies that ensure compliance with the SEND Code of Practice (2015) and the Equalities Act (2010) across both primary and secondary schools
- Reporting and Accountability: Lead the monitoring and evaluation of SEND quality across the Trust, reporting performance data, and providing timely and accurate feedback on pupil progress, provision impact, and compliance to senior leaders and Trustees
- Resourcing: Oversee and advise on the effective deployment and management of SEND-specific resources (including budget, staffing, and external services) to maximise impact across all phases
- Line-manage and/or oversee the performance of individual school SENDCOs and school-based SEND teams
- Lead and coordinate a network of school SENDCOs across the Trust, chairing regular meetings to share best practice, discuss developments, and ensure collaborative working
- Contribute operational insights and expertise to the strategic decision-making process for resource allocation and provision planning for SEND across the Trust

Curriculum, Teaching and Inclusive Practice

- Curriculum Adaptation: Oversee the creation and implementation of a cohesive, research-informed, and progressive curriculum KS1 through KS5 that removes barriers to learning and provides appropriate adaptations for all students with SEND
- Progressive Pedagogy: Champion inclusive teaching strategies and adaptive practices across the Trust, ensuring that all staff are equipped to meet the diverse needs of learners, including those



- with EHC Plans and those from disadvantaged backgrounds
- **Monitoring Quality:** Lead the monitoring and enhancement of teaching quality for students with SEND across Trust schools through lesson observations, learning walks, book reviews, and data analysis
- **Literacy and Oracy:** Ensure the strong integration of reading, vocabulary development, and oracy into teaching practices as key elements supporting pupils with SEND access the full curriculum

Transition and Intervention

- **Seamless Transition:** Take lead responsibility for ensuring effective, high-quality transition planning between KS2 and KS3 in collaboration with feeder primary schools and secondary SENDCOs. This includes ensuring curriculum progression and sharing detailed, secure knowledge of individual student needs
- **Intervention Strategy:** Drive the raising of achievement by planning, monitoring, and evaluating the impact of effective, evidence-based interventions for students with SEND across all key stages
- **Statutory Processes:** Provide guidance and oversight for statutory assessment and review processes (EHC Plans, SEN Support Plans) across the Trust, ensuring quality, consistency, and timely compliance

Collaboration and Staff Development

- **Leadership Development:** Provide professional guidance, leadership development, and coaching to school-based SENDCOs and their teams across all phases, fostering a shared sense of purpose and high expectations
- **Team Building:** Build strong, collaborative relationships with SENDCOs and pastoral leaders across the Trust to share best practices, improve consistency, and standardise high expectations
- **CPD and Training:** Identify professional learning needs and lead the delivery of targeted CPD to all staff (teaching and support) on best-practice inclusive pedagogy, specific needs (e.g., Autism, Dyslexia), and the effective use of Teaching Assistants
- **Act as a professional role model,** inspiring and motivating SENDCOs and staff with high expectations and standards
- **Ensure staff are developing and delivering effective intervention strategies,** and access arrangements for examination

Quality Assurance, Compliance, and Data Management, Accountability and Evaluation

- **Lead on the monitoring and evaluation of SEND provision** across multiple schools, equipping school leaders and SENDCOs to make accurate judgements about student outcomes and experiences
- **Analyse aggregated Trust-wide SEND data** (including assessment and intervention impact) to identify trends, benchmark performance, and set challenging targets for improvement across the schools
- **External Review:** Contribute to self-evaluation processes and assist in preparations for internal and external reviews, including Ofsted/ISI inspections, specifically relating to the quality of SEND provision and outcomes
- **Ensure that all Trust schools are compliant with relevant legislation and guidance for SEND provision,** including the SEND Code of Practice 2015 and the Equalities Act 2010
- **Oversee and standardize the day-to-day operation of the statutory assessment and review processes** (e.g., EHCP reviews, transfer of statements) across the Trust's schools, ensuring quality and timeliness
- **Manage and coordinate the Trust's response to complaints and information gathering regarding students with SEND**

Safeguarding and Compliance

- Uphold and promote the Trust's safeguarding policies and procedures at all times
- Hold and maintain an Enhanced DBS certificate
- Ensure that all duties are carried out in accordance with statutory and Trust-wide safeguarding, equality, and health and safety requirements

Essential Qualifications and Experience

- Qualified Teacher Status (QTS)
- National Award for SEN Co-ordination (NASENCO) or evidence of extensive professional development relevant to a SEND leadership role
- Significant, successful recent experience as a SENDCO or a senior leader in a school setting
- Thorough knowledge of the SEND Code of Practice and related legislation (e.g., Equalities Act 2010)
- Proven capacity for team leadership and management of staff, including performance management
- Experience in developing and delivering staff development programmes
- Demonstrable ability to analyse and use data to establish benchmarks and set targets for improvement

Desirable Experience

- Experience of effective leadership or oversight of multiple schools or provisions
- Successful track record of financial management
- Involvement in performance management, self-evaluation, and data analysis as an aid in institutional improvement across multiple departments/schools

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

PERSON SPECIFICATION		
AREA	ESSENTIAL REQUIREMENTS	SOURCE ALIGNMENT
QUALIFICATIONS	Qualified Teacher Status (QTS) and National Award for SEND Coordination (NASENCO) or equivalent	SENDSCO
EXPERIENCE	Substantial and successful experience as a senior leader or manager within the SEND domain in a multi-phase or multi-school context (or significant secondary/primary leadership experience)	Executive Lead / Subject Director
SEND KNOWLEDGE	Thorough and up-to-date expert knowledge of the SEND Code of Practice (2015), statutory requirements, and highly effective inclusive pedagogy across KS1 to KS5	SENDSCO / Executive Lead
LEADERSHIP	Proven leadership capacity to inspire, motivate, and develop teams across different school settings, holding staff to account for high-quality, inclusive outcomes	Subject Director / Executive Lead
CURRICULUM & DATA	Experience in designing/adapting cohesive, progressive curricula and using performance data to diagnose issues, set benchmarks, and drive improvements for students with SEND	Subject Director / Executive Lead
COLLABORATION	A record of successful working relationships with students, staff, parents/carers, the Local Authority, and other external agencies	Executive Lead
CORE VALUES	A deep commitment to equality, inclusion, and the safeguarding and welfare of all children and young people	All Roles

SAFEGUARDING & COMPLIANCE: The post holder must hold and maintain an Enhanced DBS certificate and uphold the Trust's safeguarding policies and procedures at all times.

PERFORMANCE STANDARDS FRAMEWORK

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE

COMMUNICATING AND ENGAGING

Communicates in a professional, clear, concise and appropriate way, actively listening to others and responding with respect.

- Conveys complex information internally and externally.
- Actively listens and encourages others to contribute (e.g. through network groups).
- Develops and presents reports to gain feedback and make decisions.
- Proactively shares information and encourages others to do so.
- Translates the Trust strategy to employees at all levels to enable them to understand and engage.
- Working knowledge of effective and appropriate communication.

DELIVERING RESULTS

Achieves timely results through efficient use of resources and commitment to quality standards.

- Oversees quality assurance activity and ensures consistency in service.
- Focuses on improving processes and outcomes
- Develops new ideas to meet needs and monitors performance against targets.
- Seeks expertise and uses specialist knowledge to inform approaches to problem solving.
- Considers wider organisational objectives when making decisions.

MAKING EVIDENCE-BASED DECISIONS

Thinks, analyses and considers the broader context to develop practical solutions.

- Evaluates performance for school improvement.
- Analyses and interprets information in order to evaluate options and make appropriate decisions.
- Identifies sources of information and personnel to support decision making and development.
- Using external sources of information and benchmarking nationally.
- Uses and shares information appropriately to inform long term strategic planning.

MANAGING SELF AND LEADING OTHERS

Takes personal responsibility to manage work and performance and to lead, inspire and motivate others.

- Inspires and leads to provide direction and secure outcomes.
- Ensures all team members have the knowledge and skills to perform to the highest levels.
- Leads and is accountable for the performance of a team.
- Makes long term plans, including succession planning to make sure the school continues to deliver outcomes.
- Identifies talent in individuals, creating opportunities for their development.
- Encourages and empowers others in line with the Trust Strategy regarding work/life balance and health and wellbeing.

COMPETENCY FRAMEWORK FOR TEACHERS

PLANNING

Plans work, projects and programmes to ensure results are delivered on time and to quality standards.

- Takes accountability for the successful delivery of the Trust ethos and key intentions.
- Organises teams to deliver work as required.
- Plans for and evaluates the impact of progress towards goals and performance outcomes.
- Oversees initiatives and developments, co-ordinating actions to improve impact.
- Reviews and re-prioritises actions to meet ever-changing needs.

SEEING THE BIGGER PICTURE

Understands how individual work connects to that of others across the Trust and externally.

- Looks to the future in analysis, thought and action.
- Takes the broadest possible view of a problem or issue.
- Uses strategic understanding in decision making and school development.
- Identifies opportunities for, and leads on, cross school working to achieve shared goals.
- Challenges the status quo where necessary to promote change.

WORKING COLLABORATIVELY

Collaborates with others and values their contribution.

- Builds a culture of respect and understanding across the Trust.
- Recognises outcomes which result from effective collaboration. Successfully manages and resolves conflicting views.
- Provides resources to support other Trust teams and objectives.
- Leads and contributes to the development of Trust network groups.
- Empower and motivate colleagues across a variety of contexts.

Employee Testimonials

I came to Wickersley School as a pupil for 7 years and after three years studying in London, I applied to do my PGCE via Schools Direct. I did my placements at WSSC and RCS and was then offered a job at Wickersley School.

I was lucky enough to have the opportunity to teach A Level Statistics early on in my career and have since helped to develop other A Level teachers and the A Level curriculum within the department. I was then provided with the opportunity of mentoring some staff in their initial teacher training. After my first year, I was offered the middle leadership course and within two years of teaching I undertook the role of Teaching and Learning Lead for Mathematics providing me with the opportunity to work with teachers at other schools in Rotherham. I then proceeded to take on the role of numeracy lead whilst a colleague was on maternity leave.

Two years ago, I became the Director of Mathematics for Wickersley Partnership Trust. In my first year of this position, I was supported immensely by Senior Leaders across the Trust and was encouraged to study for my NPQSL with Learners First. I have also been provided with the release time to work with other colleagues across the nation who lead Maths across Multi-Academy Trusts. In the last few months, I have been made full time Director to provide more time to the role. I absolutely love my job and would not be here without the support from Wickersley Partnership Trust and the leaders around me believing me and providing me with every opportunity to develop and succeed.



Laura Sharp
Director of Maths

My career journey within WPT began at Wickersley School & Sports College in 2008, where I joined as an NQT in the English Department. Wickersley was a wonderful place to learn my trade, as workforce development was always a priority and opportunities to gain experience as an aspiring leader were aplenty.

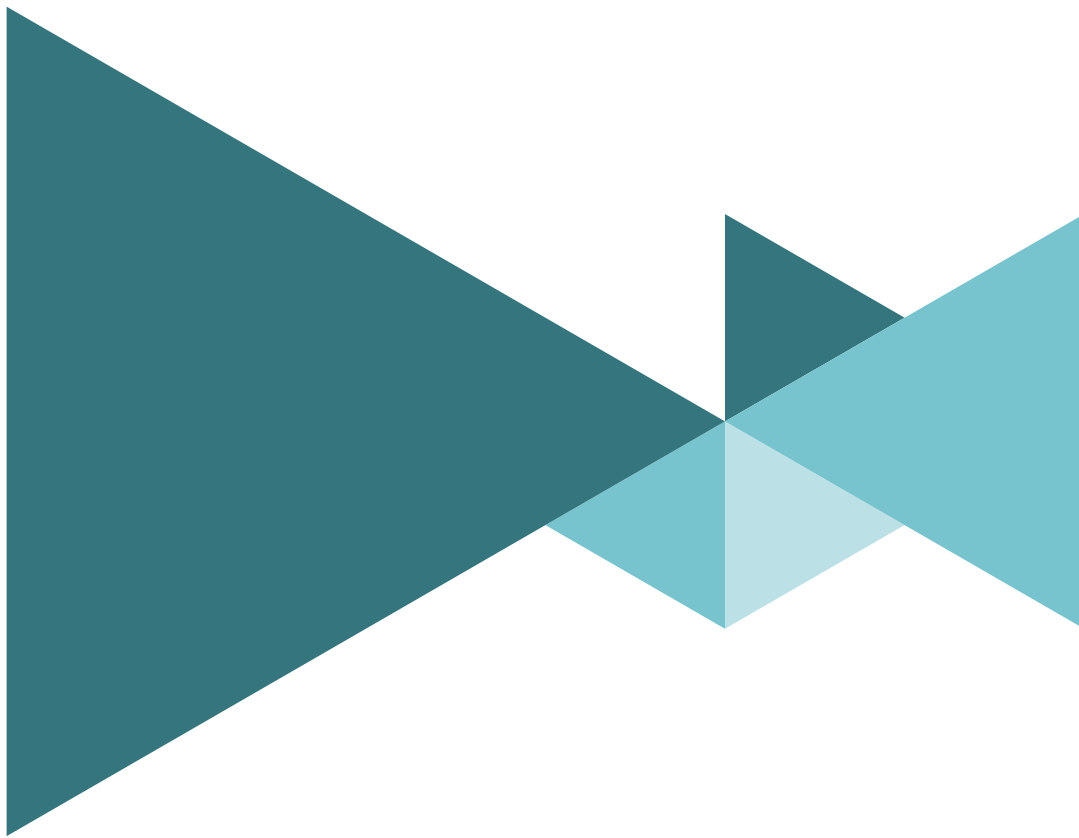
Six years on, when WPT was still in its infancy, I made the switch to Rawmarsh Community School. Here, I would discover the true value of working as part of a family of schools. This was especially true as I moved into more outward facing roles as part of the Senior Leadership Team. Being able to collaborate with colleagues within our local feeder schools and WPT partner schools proved hugely valuable in my development as a professional.

After seven and a half thoroughly enjoyable years at Rawmarsh, I made the move to my third WPT secondary school to take up the position of Deputy Headteacher at Clifton in 2022. Having the opportunity to fulfil my ambitions within WPT is testament to the support and training that I have received over the years.

In my experience, at WPT, the next opportunity really is just around the corner and, as the Trust continues to evolve year on year, it is as exciting as ever to be a part of it.



Jamie Skirrow
Deputy Headteacher,
Clifton Community School



Trust Manager for SEND

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