



Synergy Education Trust

RECRUITMENT

PACK



Dear Applicant

Thank you for your interest in the position of Trust SEND and Inclusion Lead at Synergy Education Trust. We hope the information within this pack provides you with sufficient detail to determine whether you possess the right qualities, skills, and experience to apply for this role.

At Synergy Education Trust, teamwork lies at the heart of everything we do. Collaboration has strengthened our schools and enriched both the central team and individual schools within the Trust.

The Trust SEND and Inclusion Lead will take the lead in developing a Trust-wide Strategy for SEND and Inclusion, ensuring that standards of learning and attainment for children with Special Educational Needs and Disabilities (SEND) are consistently raised across all schools within the Trust.

Your key responsibilities will include:

- Coordinating and overseeing SEND provision across schools in the Trust.
- Monitoring and evaluating standards and progress for SEND pupils.
- Providing expert guidance and support to school leaders to enhance the quality of SEND provision.
- Contributing to the Trust's commitment to delivering world-class education for all pupils, particularly those with SEND.

This is a pivotal role for Synergy Education Trust, as we strive to ensure all schools provide exceptional provision for SEND pupils, in alignment with the Trust's ethos and values.

Established in April 2024 with three founding schools, Synergy Education Trust has since grown, welcoming two additional schools in September 2024. We are now entering an exciting period of further expansion and development.

This is a transformative time for Synergy Education Trust as we continue to lay the foundations for sustainable growth, development, innovation, and improvement. Strong collaboration among school leaders across our Trust has been key to overcoming challenges in education and achieving coordinated and effective solutions.

At Synergy, it is a privilege to work alongside a talented and dedicated team of professionals who tirelessly provide the best opportunities for young people within our community. If you share our vision, drive, and commitment to supporting our schools, staff, and pupils, we would be delighted to hear from you. Together, we can make a lasting impact on the lives of children and young people across the Trust.



Neill Oldham

Neill Oldham
Chief Executive Officer,
Synergy Education Trust

ABOUT THE TRUST

Synergy Education Trust, formed on April 1st, 2024, is an innovative and collaborative 5-school trust based in Blackpool and the Fylde Coast. All of our current schools are within a 6 mile radius.



Boundary Primary School



Stanley Primary School



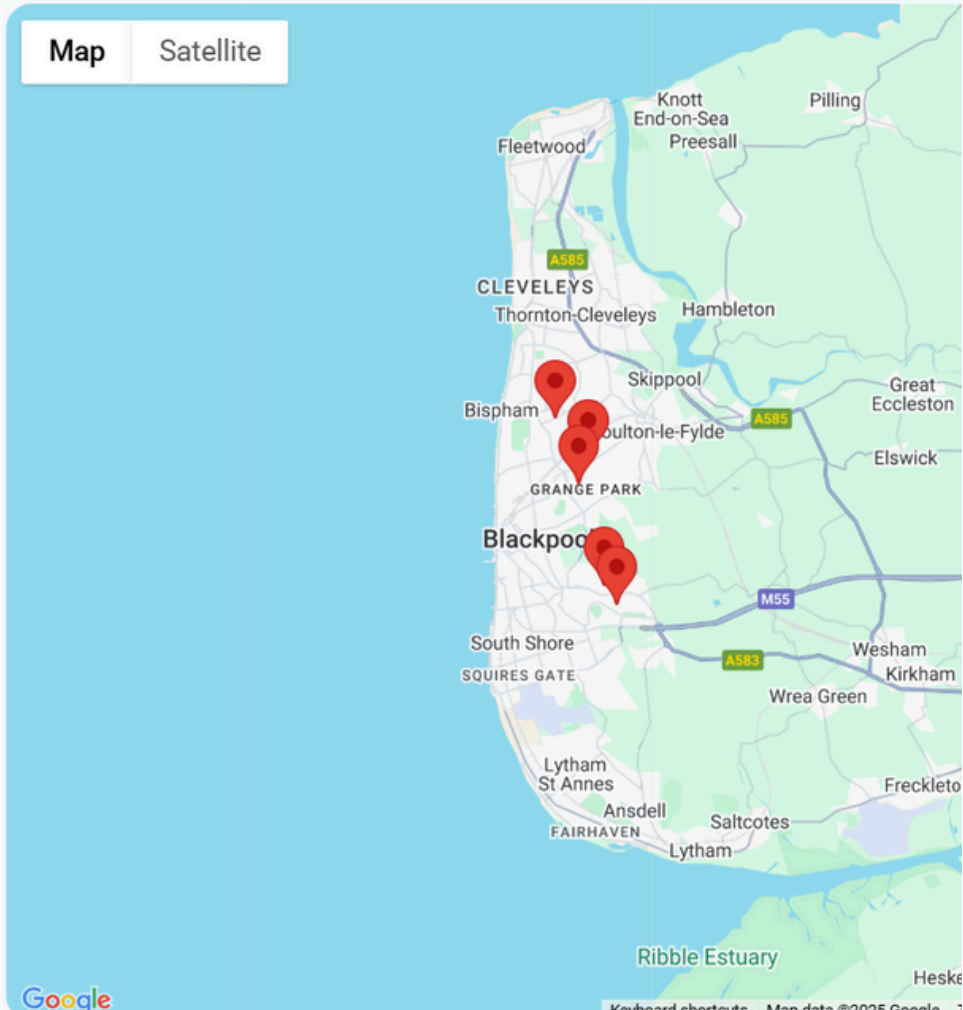
Highfurlong School



Moor Park Primary School



The Maple School



VISION AND VALUES

'In **SYNERGY** we are stronger together
with an all inclusive **EDUCATION** approach at our heart
We **TRUST** and value our schools and communities'

Synergy Education Trust has made significant strides in its first 9 months, focusing on collaboration, inclusion, and growth. The Trust has launched its vision and values in collaboration with all Synergy schools, ensuring a unified approach to education and leadership across the Trust.





WHY WORK AT SYNERGY EDUCATION TRUST?

The Trust is based in the North West on the Fylde coast. Currently all five schools in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our central office is based at Stanley Primary School, Blackpool which has close links to the M55 motorway network.

At Synergy we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

We pride ourselves on being an employer that continually invests in our employees as we know that it is our staff who will ensure that we meet our vision.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.



“

I absolutely love working at Moor Park and think joining Synergy is a wonderful step for our children and school. I feel extremely supported and feel that if I ever had any concerns, I could voice them with the Synergy team and be listened to.

”

R Simpkin
Moor Park Primary School

“

The support provided by the central team and fellow leaders fosters a sense of community and reassurance. This collaborative network is invaluable for sharing experiences, guidance and collective problem solving.

”

H Moyes
Boundary Primary School



EMPLOYEE BENEFITS



Competitive Salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do. We are a Living Wage Foundation employer. This ensures we are treating people fairly across the Trust as well as remaining competitive.

Terms and Conditions

The Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between Synergy Education Trust and the national Trade Unions and Professional Associations.



Enhanced CPD

The Trust values the contribution of its skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are available upon application and subject to business need.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request an arrangement such as a job share, a part-time role or flexibility with home working.



Support and Guidance

Our Employee Assistance Programme offers free and confidential advice available 24hrs, 7 days a week, 365 days a year. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. There is also access to an online health and wellbeing resource.

Annual Leave

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff (for those staff who are on a full year contract). This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated.



Pensions

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the Teachers' Pension Scheme or the Local Government Pension Scheme). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution

Advanced Voluntary Contributions

LGPS support staff can make additional contributions into a scheme to top-up their pension. This is a "shared cost" scheme, which means that your contributions reduce the amount of tax and employee national insurance contributions that you pay.



TRUST SEND AND INCLUSION LEAD

Full time/ Full year

Leadership Scale 10 - 14 (£62202 - £68586)

To start as soon as possible

Synergy Education Trust are seeking to appoint a Trust SEND and Inclusion Lead to lead on the development of a Trust-wide Strategy for SEND and Inclusion. This is an exciting opportunity for an innovative, driven and committed leader to be part of an energetic and hardworking Trust central team that takes great pride in delivering an outstanding service across the Trust and five schools.

The successful candidate will contribute to the leadership and direction of a co-ordinated approach across all central service areas/provision (behaviour, attendance, safeguarding, curriculum) to deliver the highest levels of inclusion, attainment, achievement, and attendance for all young people with SEND.

We are confident that new staff joining our Trust will feel welcomed and happy to have chosen us. We encourage prospective applicants to visit the central office and speak with the Executive Leadership team. To book an appointment please email recruitment@seteducation.org.uk. We also invite you to visit our website www.seteducation.org.uk for more information.

Closing date: Wednesday 5th February, 9.00am

Interviews to be held: Tuesday 11th February

Please return all completed application forms to be returned to recruitment@seteducation.org.uk

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Job Description

Main purpose of the role:

The Trust SEND and Inclusion Lead will lead the development of a Trust-wide Strategy for SEND and Inclusion. They will raise standards in learning and attainment through coordinating the provision for children with Special Educational Needs and Disability (SEND), monitoring standards and assessing progress across schools.

The successful candidate will contribute to the leadership and direction of a co-ordinated approach across all central service areas/provision (behaviour, attendance, safeguarding, curriculum) to deliver the highest levels of inclusion, attainment, achievement, and attendance for all young people with SEND.

The successful candidate will work within our central education team and in partnership with the Heads across the Trust to lead on an exciting journey to help all Schools within the Trust provide an inspirational education for all, helping every child to achieve the very best that they can.

The role of Trust SEND and Inclusion Lead will be to support all schools in the Trust with their commitment to excellent provision for SEND pupils across the schools. This role will involve supporting school SENCOs and Heads with the coordination and management of provision relating to identified children with SEND.

The post holder will be required to provide leadership and expert professional advice in all aspects of SEND, developing and implementing effective strategies, policies and procedures that reflect best practice. This will include supporting colleagues to ensure SEND provision best meets the needs of pupils, delivering relevant training to staff and working with parents. The successful candidate will also act as the SENCo in any of the Trust schools as required.

Key responsibilities:

- Supporting inclusion of all pupils with SEND across the Trust.
- Supporting the learning, progress in all areas of development for SEND pupils across the schools, ensuring high-quality provision, providing advice, support and training to staff.
- Leading the Trust strategy and policy for SEND including IQM accreditation.

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Accountable and responsible for:

- Lead the development and delivery of a Trust-wide strategy for SEND.
- Lead the development of policy, procedures and embed best practice at strategic and operational level for provision for pupils with SEND.
- Secure consistently high standards of SEND support in all Trust schools through the introduction and embedding of the Trust's SEND strategies, policies, and procedures.
- Have a strategic overview of provision for pupils with SEN or a disability across the Trust, monitoring and reviewing the quality of provision with school leaders.
- Ensure that the SEND policy is put into practice and its objectives are reflected in school improvement plans.
- Maintain up -to-date knowledge of national and local initiatives that may affect schools' policy and practice.
- Be involved in the appointment of SENCOs and provide training and coaching support for SENCOs.
- Lead SEND audits.
- Maintain an accurate Trust SEND register to identify themes of need.
- Identify key professional development needs and ensure appropriate training is delivered to all relevant staff and monitored for effectiveness.
- Work collaboratively with the Director for Education to monitor the quality of the SEND provision and disseminate good practice as appropriate.
- Contribute to leading and coordinating CPD on improving the provision for pupils with SEND.
- Analyse a range of information and data for pupils with SEND.
- Lead the Trust SEND network.
- Prepare and contribute to regular reports for school and Trust senior leaders, governors and Directors on SEND

School support:

- Promote the inclusion of SEND pupils into all aspects of school life and the curriculum, including enrichment activities, clubs and trips etc.
- Support school leaders to evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.
- Provide support for school SEND leaders with writing and reviewing the school's SEND offer (SEND information report) and accessibility plan.
- Provide guidance to colleagues to secure effective learning for pupils with SEND and advise on the graduated approach to SEND support.
- Support leaders in dealing with a range of external agencies and different local authorities.
- Audit support plans for pupils with SEND ensuring they are used well, and support progress.

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School support:

- Support the SEND self-evaluation audit process.
- Act as named SENCo for schools if required at the request of the CEO.
- Commission and quality assure SEND specialist services (e.g. Educational Psychologists) to support schools across the Trust.
- Secure high-quality teaching and learning for pupils with SEND ensuring the effective implementation of Education Health Care Plans, Pupil Support Plans – Individual Education Plans, Individual Behaviour Plans. Also supporting with the annual review process.
- Contribute to curriculum development to ensure that students with SEND experience a deep and rich curriculum (including careers provision/leadership specialism).
- Support each school to ensure a nurturing culture and bespoke provision for pupils with complex needs.
- Set up systems for identifying SEND and assessing and reviewing SEND provision.
- Undertake reviews of SEND provision/provision mapping in Trust schools.

SEND Performance

- Work with the Trust Executive Team and Heads to review and improve achievement amongst pupils with SEND.
- Analyse specialist assessment and performance data at individual school and Trust level on a half termly basis with a view to improving outcomes for the pupils with SEND
- Arrange for annual external reviews of specialist provision to be undertaken and report findings to School SLT and Trust Board.

Relationships & Partners

- Develop strong relationships and effective working arrangements with Trust and school staff.
- Be sympathetic and supportive of the parents and carers of pupils with SEND, ensuring appropriate support and information is supplied.
- Represent the Trust at conferences and events
- Liaise with external agencies, including the Local Authority, as appropriate, to ensure a collaborative approach to Inclusion.
- Motivate and enable SENCOs to carry out their roles to the highest standard through coaching and professional development.
- Establish effective partnerships with relevant Local Authorities and encourage the participation
- of leaders and teachers in SEND networks where this will lead to improved outcomes for pupils.

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Funding/Budget Management

- Ensure that the budget allocated is used effectively and efficiently to maximise its impact on the achievement of the best possible outcomes for pupils.
- In keeping the Trust's finance policy and systems, ensure that budgetary controls are effective and expenditure is managed effectively.

Accountability

- With Head, be accountable to the Trust for performance and outcomes of pupils with SEND.
- Report on a regular basis, and as required, to the CEO, Trust SLT, the Trust Board and the Curriculum and Standards committee on the performance of pupils with SEND.

Wider central team duties:

- Contribute to developing and maintaining a team culture that enables all members of staff to be effective in their respective roles in relation to SEND.
- Work collaboratively with other professionals to ensure alignment of Trust-wide leadership, behaviour, attendance, safeguarding and SEND strategies.
- Contribute to the planning and delivery of Trust INSET days.
- Safeguard and promote the welfare of children and young people and follow the Trust's policies and procedures and staff code of conduct.
- Ensure that confidentiality is maintained at all times in line with agreed protocols, both inside the Trust and across all Trust schools.
- Undertake reasonable duties appropriate to the level of the role, as directed by the CEO.
- Act as a positive ambassador for Synergy Education Trust and its schools.
- Continuously develop own professional practice and keep up to date with all relevant policy developments.



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| Education/Qualifications | Desirable | Essential |
|---|-----------|-----------|
| Graduate with Qualified Teacher Status | | x |
| SENCO qualification or equivalent experience | | x |
| Evidence of continued professional development in inclusive practices | | x |
| Masters Level qualification | x | |
| Experience | Desirable | Essential |
| Substantial experience as a Senior Leader in a school, MAT, as an SLE or Education Adviser, including responsibilities for SEN | | x |
| Coaching and mentoring colleagues | | x |
| Able to demonstrate substantial and successful experience of service leadership and management of inclusion | | x |
| Experience in the analysis of performance data and its use to secure improvement | | x |
| Proven experience of effective collaborative working and stakeholder engagement | | x |
| Experience in designing and delivering effective professional development | | x |
| Abilities, Skills and Knowledge | Desirable | Essential |
| Up to date knowledge in SEND, including national policy, pedagogy, curriculum, assessment, behaviour management strategies, inspection finding and statutory requirements | | x |
| Knowledge and understanding of key partnerships and processes that meet the needs of children and young people with SEND | | x |
| The skills and knowledge to design effective professional development programmes and materials | | x |
| The ability to plan strategically across a number of schools and to quality assure implementation | | x |
| Excellent interpersonal and communication skills | | x |
| Well-developed coaching and mentoring skills | | x |
| The ability to embrace, adopt and put in to practice the Trust's approach to inclusion | | x |
| The ability to analyse performance data and use it to secure improvement | | x |

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| | | |
|---|------------------|------------------|
| The ability to write concise and accessible reports | | x |
| Personal Qualities | Desirable | Essential |
| An inspiring leader with personal drive and tenacity to motivate, empower and support individuals | | x |
| Confident and will to challenge traditional assumptions | | x |
| Energetic, enthusiastic and resilient, along with being action and solution focussed | | x |
| Committed to self-development and development of others | | x |
| Highly resilient and determined in the face of challenges | | x |
| A strong commitment to the Trust's visions and values | | x |
| A strong commitment to supporting and promoting safeguarding, equality and diversity | | x |
| Empathetic to the families of children with SEND and willing to support them to improve outcomes for their children | | x |
| Current driving licence and willingness to travel | | x |
| Safeguarding and Special Requirements | Desirable | Essential |
| The Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment. | | x |
| The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references. | | x |
| It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them. | | x |
| The Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos | | x |

Introduction

Synergy Education Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro forma for short listed candidates. As a minimum, references should be from the two most recent employers. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form require applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification.

This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

The Trust recognises the value of, and seeks to achieve a diverse workforce. We takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Come and join the Synergy Team



01253 800318



recruitment@seteducation.org.uk



www.seteducation.org.uk



c/o Stanley Primary School, Blackpool