



Cygnus Academies Trust

Trust SEND Leader Application Pack



Trust SEND Leader Application Pack

Cygnus Academies Trust is seeking to appoint a Trust SEND Leader who will take up the post as soon as possible. This pack sets out information about our Trust; key responsibilities of the role; the personal qualities, skills, experience and qualifications required to undertake the role; and the application process.

Welcome - Message from the CEO

Thank you for your interest in the role of Trust SEND Leader at Cygnus Academies Trust.

We are looking for a highly driven, knowledgeable and passionate individual who believes in our vision to give everyone in our Trust, irrespective of background, the learning and experience needed to give them the life chances, so that they can realise their ambition.

Working closely with the Central Leadership Team within the Trust and our schools, this non-teaching position will enable the right individual to secure exceptional SEND provision throughout our schools, and enable a knowledgeable and empowered staff team to unlock the potential and realise the ambition of our children.

A high level of expertise, training and research informed

practice are ours to draw upon. We are fully committed to the professional growth of our colleagues and in this role, you will be invited to participate in high quality CPD, leading to your rapid development as an innovative and highly effective leader in SEND. Those with an ambition to develop their skills and to grow as a leader should be especially keen to apply.

There will be a broad range of opportunities for you to realise your professional vision and ambitions across Cygnus Academies Trust. We value our staff; collaborative working at all levels is central to our culture.

High quality induction training and ongoing professional development support are guaranteed.

It is an exciting time to be part of Cygnus so if you are confident that you have the skills, drive and vision to become our Trust SEND Leader, we sincerely hope that you will apply.

We look forward to meeting you.

Danielle Lewis-Egonu
CEO



Pack Contents

- 2 Welcome from the CEO
- 3 About Cygnus Academies Trust
- 4 Job Description
- 7 Person Specification
- 8 How to apply

About Cygnus Academies Trust

Cygnus Academies Trust is a growing group of eight friendly, like-minded primary schools that we nurture, challenge and support to be the best that we can be. Everyone in our Trust is our responsibility and we value how unique every individual and school is.

We provide the tools, strategies and knowhow to enable everyone to flourish. Our vision is to give everyone in our Trust, irrespective of background, the learning and experience needed to realise their ambition.

We realise that ambition through:

Collaboration

- Build mutual respect, integrity and moral purpose, school to school partnerships and support
- Secure outward facing partnership, working with parents, staff and the community
- Demonstrating and modelling best practice leadership
- Empowering Leaders at all levels to develop the necessary leadership knowledge and skills to drive high quality learning
- Access to pedagogy and research to improve teaching and learning through high quality professional development

Citizenship

- Keeping children safe, creating a strong culture and moral purpose
- Setting high aspirations and attitudes to learning for pupils – local, national, and global
- Ensure proactiveness and positive attitudes

Sustainability

- Effective recruitment and retention, attracting only the very best talent
- Build schools to sustain pupil numbers, efficiencies and effectiveness
- Alignment of systems that ensures a consistent approach with expert support from skilled members of staff to reduce workload
- Development of individual career pathways for all staff
- Exposure to high quality practice, improving provision for all staff

Achievement

- Set high standards and challenge to secure outcomes
- Promote wider experiences, quality CPD and teaching and learning
- Build staff progression and innovation
- Promoting high quality achievement through social mobility, enhancing aspiration and ambition for all

- Setting high aspiration and dedication to excellent teaching, learning and education.

Strategy

Central to the Trust's strategy is knowing our schools well and maintaining their unique identity. This is achieved through our Shared Services model which includes Education, Finance and Operational support.

The Education Team support and challenge leaders on a weekly basis to be highly effective. This is further enhanced through collaboration and tailored CPD.

Finance and Operational support aims to enable Headteachers to focus the majority of their time on teaching and learning.

Strong relationships are essential in making this model work which in turn drives our measured approach to growth.

Our optimum size is large enough to enjoy a rich talent pool and economies of scale, but small enough to maintain strong relationships.





Job Description: Trust SEND Leader

Grade:	L3 - L7
Responsible to:	Deputy CEO, working in partnership with the CEO and Education Team

Purpose of the Job:

To ensure the best possible outcomes for pupils with SEND by working collaboratively and providing advice and support to all Cygnus school-based SENCOs / Inclusion Leaders, Class Teachers and Educational Support Staff.

Duties and responsibilities

Cygnus Trust organisation, strategy and development

- Develop a strong SEND vision for the future that actively promote a culture of inclusion across the school settings.
- Provide advice, guidance and practical strategies to teachers and SENCOs across Trust schools.
- Advise on the SEND arrangements across the Trust.
- Commission and quality assure SEND specialist services (e.g. Educational Psychologists) to support schools across the Trust.
- Lead a SENCO network and develop relationships with other SEND networks operating in the locality.
- 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.
- Support SENCOs to contribute to curriculum development to ensure that students with SEND experience a deep and rich curriculum (including careers provision/leadership specialism).
- Develop, and maintain, a handbook to guide the work of schools and SENCOs in making excellent provision for pupils with SEND.
- Support SENCOs in the successful deployment of staff and resources across their school
- Embed systems for identifying SEND and assessing and reviewing SEND provision.
- Undertake reviews of SEND provision/provision mapping in Trust schools.
- As necessary, advise on application for education, Health and Care plans alongside the HT and SENCO.
- Ensure that the progress of pupils with SEND is reviewed and maintained on School records.
- Provide advice and guidance to schools on making reasonable adjustments to meet the needs of pupils with SEND.

Teaching, Learning, Curriculum and Standards

- Provide specialist teaching expertise and advice to improve the quality of teaching and learning for children and young people with SEND supporting the delivery of and access to the National Curriculum and other appropriate approaches to learning.
- Improve practitioners' capacity to raise achievement and attainment of children and young people and overcome the barriers to learning of children and young people with SEND by modelling good practice and developing training.



- Provide high quality, highly specialist information, agencies, intervention and support for children with SEND.
- Develop and deliver training to the children and young people's workforce in a range of educational settings to promote inclusive practice and knowledge of SEND.
- To champion inclusive education, attainment and achievement at MAT, local and national level.
- Further develop whole school and trust wide approaches, including appropriate assessment activities, support strategies that are research informed.
- Utilise data to identify strengths and weaknesses and make recommendations to facilitate setting / school improvement.
- Contribute to the monitoring of children's achievement and attainment through EHCPs and Personalised Plans

Communication and Partnership

- To liaise closely with external services.
- Work in partnership SENCOs and school leaders to promote and facilitate the development of inclusive practices in order to raise the attainment and achievement of children with SEND.
- Working in partnership with SENCOs to meet the requirements of the Code of Practice and Mainstream Core Standards by providing specialist assessments and observations in order to inform appropriate learning objectives, targets and strategies for individual children and young people.
- Alongside SENCOs support multi agency planning and decision-making, taking on the role of lead professional, where appropriate.
- Promote opportunities for children and young people to be actively involved in decisions affecting them.
- Promote the involvement of parents and carers in decisions and interventions involving their children.
- Promote positive communication with pupils, parents and carers.

Professional development

- Continuously develop own professional practice and keep up to date with all relevant policy developments.
- Contribute to the wider work of the Trust, its schools and its communities through partnership working, sharing of expertise and knowledge.
- Exercise a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Identify and prioritise research and CPD opportunities for the leadership of SEND.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality



- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Safeguard and promote the welfare of children and young people, and follow trust policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Trust SEND Leader will carry out and does not form part of the contract of employment. The postholder may be required to do other duties appropriate to the level of the role, as directed by their line manager.

This job description may be amended at any time in consultation with the postholder.



Person Specification: Trust SEND Leader

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> National Award for SEND Co-ordination or equivalent QTS, with at least five years of strong practice as a SENCo A specialism(s) within areas of the SEND Code of Practice: communication and interaction, cognition and learning, social, emotional and mental health and/or sensory and/or physical needs Evidence of substantial CPD in last three years 	<ul style="list-style-type: none"> Qualification in Senior Leadership Evidence of relevant CPD and commitment to further professional development
Experience	<ul style="list-style-type: none"> At least five years of strong practice as a SENCo or specialist teacher 	<ul style="list-style-type: none"> Evidence of working across more than one school
Knowledge and Understanding	<ul style="list-style-type: none"> A thorough knowledge of the SEND Code of Practice Knowledge of local and national Inclusion guidance for schools Knowledge of local and national roles and responsibilities of statutory agencies and processes. Knowledge of research that underpins effective provision for pupils in mainstream settings Knowledge and understanding of aspects of SEND and best practice approaches to meet these needs Knowledge of approaches to curriculum development and teaching and learning 	
Aptitude and Skills	<ul style="list-style-type: none"> To be an excellent time manager and be able to prioritise tasks and meet deadlines Communicate effectively (both orally and in writing) to a variety of audiences To be able to promote, develop and maintain positive relationships with children, staff, parents, carers, governors and outside agencies and work collaboratively with them Strong interpersonal skills with the ability to listen, persuade, negotiate and act collaboratively Ability to actively demonstrate the ethos and values of the trust in everyday practice Able to improve provision through monitoring, guiding and exemplary practice 	
Personal Characteristics	<ul style="list-style-type: none"> To have high aspirations for yourself and others To be reflective and to be able to work using your own initiative and as part of a team To have a good sense of humour To be passionate and committed to ensuring high quality outcomes for all children 	

How to Apply

Cygnus Academies Trust seeks to identify the widest possible field of suitable candidates and to assist the candidates in understanding the requirements of the role.

Applicants should complete the online application form at www.cygnus.org.uk/The_Trust/Work-With-Us outlining how your skills and experience would make you suitable for this role. Please ensure that you refer to the competencies outlined in the Job Description and Person Specification in your application.

Visits to the Trust are encouraged should you want to arrange a visit, discuss the role in more detail, or discuss any accessibility requirements, please contact Danielle Lewis-Egonu, CEO, and Daniel Terry, Deputy CEO, who will be happy to help:

office@cygnus.org.uk or 01322 224201

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

Safer recruitment

The Trust is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. In line with Safer Recruitment guidelines, CVs will not be accepted, and you are required to complete the application in full giving details of all employment, training and gaps in employment. Cygnus Academies Trust reserves the right to reject incomplete application forms and any inconsistencies or anomalies will be explored at, or prior to, interview.

Any offer of employment is subject to pre-employment checks including a satisfactory 'Enhanced with Barred List Check' through the Disclosure and Barring Service.

We will require two satisfactory references; one of which must be your line manager in your present or most recent employment. References will be requested prior to interview so please ensure that your referees are available to provide a reference.

Equal Opportunities

Cygnus Academies Trust is an equal opportunities employer committed to diversity and inclusion who welcomes applications from all sectors of the community.

All people who work and study at our Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

