

Job Description

Teaching and Learning Leader/SEND Specialist



Job Category: Teaching
Grade: Leadership 2-5
Reports to: Deputy Director of LEARN
Line manages: N/A

Purpose of the Role

The purpose of this role is to inspire, motivate and enable professionals across the LEARN partnership to strengthen classroom practice and secure the best possible outcomes for all pupils, particularly those with SEND. As a practitioner-focused role within LEARN it promotes a culture of high-quality teaching, inclusive practice and evidence-informed professional learning, ensuring that staff are supported to meet diverse needs effectively.

Working closely with schools and a team of specialist practitioners, the Teaching and Learning Leader / SEND Specialist will design, deliver and facilitate high-quality, evidence-informed professional development that improves teaching, learning and inclusion. Through expert modelling, coaching, facilitation and support, the role builds professional confidence and capability, enabling teachers and leaders to adapt provision, remove barriers to learning and ensure every learner can thrive.

Key Duties and Responsibilities

- Provide professional leadership across LEARN and CIT for teaching, learning and SEND-related professional development, modelling inclusive values, high expectations and evidence-informed practice.
- Support the Director of LEARN in delivering the strategic improvement plan, contributing to priority-setting, impact monitoring and effective use of data and resources.
- Support the effective operation of LEARN's core delivery areas (Apprenticeships, ITT, ECF, NPQ, CPD and AB) through agreed work pathways, delegation and performance accountability against KPIs and partnership agreements.
- Work closely with the LEARN Operations Manager to coordinate and quality-assure local intelligence, ensuring CPD is responsive to need and informed by timely KPI, participant and performance data.
- Support in building system capacity and ensuring high-quality, responsive CPD for schools.
- Design, deliver and quality-assure high-quality, evidence-informed CPD that strengthens classroom practice, improves inclusive provision and improves outcomes.
- Monitor, evaluate and refine the impact of CPD provision, using evidence and data to improve quality, effectiveness and future offer.
- Collate and analyse impact data from LA, CIT and partnership projects, contributing to reporting for partners and LEARN governance.
- Work collaboratively across LEARN workstreams and CIT teams, ensuring coherent communication, effective engagement with schools and appropriate use of specialist expertise.
- Respond flexibly to emerging CPD needs, using feedback, intelligence and data to prioritise and adapt delivery.
- Act as a credible, public-facing practitioner-leader, modelling and sharing effective pedagogy and inclusive practice across schools and professional audiences.
- Support ITT, Early Career and NPQ delivery where appropriate, in line with the DfE landscape and LEARN priorities.
- Manage effective liaison with schools, professional bodies and training providers, ensuring promotion, bookings, evaluation and analysis are completed to agreed timescales.
- Contribute to LEARN's communications and profile, including newsletters and social media, to support engagement and visibility.

General Responsibilities

- Engage fully with the Trust's performance management processes, reflecting on practice and contributing to a culture of continuous professional learning and improvement.
- Uphold and model the core values and professional standards of LEARN and CIT in all aspects of work, demonstrating inclusive, ethical and values-led practice.
- Attend and contribute positively to staff meetings, professional forums and Trust-wide INSET, as required, supporting collaboration and shared learning across the partnership.
- Comply with all Health and Safety policies and procedures, ensuring responsibilities are carried out safely, responsibly and in accordance with Trust expectations.
- Maintain the highest standards of confidentiality and professionalism in relation to reports, records and personal data concerning staff and pupils, in line with General Data Protection Regulation (GDPR) requirements.
- The duties and responsibilities outlined in this job description are not exhaustive. The postholder may be required to undertake additional tasks from time to time, provided they fall within the overall scope and level of the role. Such duties will not significantly alter the fundamental nature of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.