

Director of Special Educational Needs (Maternity Cover)

Applicant Pack



Contents

The vacancy	3
Post advert	3
Role summary.....	3
Job description	5
Specific duties and responsibilities.....	5
Key Responsibilities	5
Support for the trust/schools	7
Changes to these duties	7
Person Specification	8
Job Title: Director of Special Educational Needs (SEN)	8
Qualifications & Training.....	8
Experience	8
Skills & Knowledge	8
Personal Qualities	9
Chorus Education Trust	10
Contact details	11
Secondary schools.....	11
Primary Schools	11
Teacher development	11

The vacancy

Post advert

Deadline for applications: 11.59pm on 22 March 2026

Interviews to be held: 16 April 2026

To start: September 2026

Chorus Education Trust is excited to introduce a temporary opportunity for an exceptional leader in Special Educational Needs. We are seeking an inspiring, forward-thinking professional who is passionate about ensuring every child and young person can achieve their full potential.

As our Director of Special Educational Needs, you will play a pivotal role in shaping and elevating provision across the Trust. Working closely with dedicated colleagues, you will champion inclusive practice, remove barriers to learning, and drive continuous improvement for our children and young people with Special Educational Needs.

We are open to discussing flexible working options and welcome applicants seeking a full-time or part-time contract. The FTE contractual term can be negotiated with the successful candidate.

Chorus Education Trust is seeking an inspirational and driven leader of Special Education Needs who aspires to outstanding achievement for all. The successful candidate will work with the support of Chorus Education Trust colleagues to remove barriers to learning for our children and young people.

The Director of Special Educational Needs will have the opportunity to work within the collaborative environment provided by this growing, local trust, to lead the development and improvement of the provision for all children and young people with Special Educational Needs.

Role summary

Post title:	Director of Special Educational Needs
Pay scale:	Leadership
Salary point range:	L12 to L16
Salary:	£67,898 - £75,049
Accountable SLT Post:	CEO, Executive Director of Education, Headteachers, Trustees
Line manager (if different):	CEO/Executive Director of Education
Post holder will work with:	SENDCos and Senior Leaders in each school and all Teaching and Support staff across the Trust
Holiday and sickness relief:	By and for other central and school-based colleagues
Purpose of post:	Leading Special Educational Needs provision across the trust.
Version revised:	February 2026

Contract: 0.40 FTE to 1.00 FTE
Options available for the
right candidate

Temporary until 31 August
2027 covering a maternity
leave

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school(s).

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- Ensure legal compliance and a consistent and high-quality approach to the support for students with Special Educational Needs across the Trust.
- Lead each school's SENDCOs and support senior leaders to evaluate current practice, develop improvement priorities and drive rapid improvement in areas identified.
- Determine the strategic development of special educational needs (SEN) policy and provision across Chorus Education Trust.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.

Key Responsibilities

Strategic development of SEN policy and provision

- Have a strategic overview of provision for pupils with SEN or a disability across the Trust, monitoring and reviewing the quality of provision.
- Contribute to Trust self-evaluation, particularly with respect to provision for pupils with SEN or a disability and to also to oversee school SEND self-evaluation and implementation of the SEND Action Plan
- Make sure the SEN policy is put into practice, and its objectives are reflected in the Chorus Improvement Plan, School Improvement Plan and School SEND Action Plan.
- Maintain up to date knowledge of national and local initiatives that may affect the Trust's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.

Operation of the SEN policy and co-ordination of provision

- Ensure that SENDCOs in each school maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.

- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA).
- Analyse assessment data for pupils with SEN or a disability.
- Implement intervention groups for pupils with SEN and evaluate their effectiveness.

Support for pupils with SEN or a disability

- Ensure provision is in place in each school to identify a pupil's SEN.
- Evaluate the provision that meets the pupil's needs and monitor its effectiveness.
- Secure and oversee trust-wide SEND services for schools (EP and SALT).
- Ensure records are maintained and kept up to date.
- Ensure that the education, health and care plan (EHCP) and SEND Support Plans are reviewed regularly with parents or carers and the pupil and relevant external agencies.
- Ensure that there is regular and effective communication with parents or carers.
- Provide guidance and support for transition processes, ensuring schools adequately plan for new starters with SEND.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Ensure that the SENCOs work with the designated teachers for looked-after children, where a looked-after pupil has a SEN or a disability. Ensure and monitor systems for Exam Access Arrangements in line with JCQ and exam board regulations for GCSE and A-level qualifications.

Leadership and management

- Work with the CEO, trustees and headteachers to ensure the schools meet their responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the Trust Board and Local Governing bodies are required to publish.
- Contribute to the Chorus Improvement Plan, the School Improvement Plans, the School SEND Action Plans and whole-trust policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the Trust's SEN policy.
- Promote an ethos and culture that supports the Trust's SEN policy and promotes good outcomes for pupils with SEN or a disability.
- Lead all SENDCo's in the Trust, providing regular support, guidance and quality assurance.

- Lead and support quality assurance processes to review the effectiveness of SEND provision and implementation of the graduated response in each school.

Other areas of responsibility

- The Director of Special Educational Needs will be required to safeguard and promote the welfare of children and young people and follow trust policies and the staff code of conduct.
- Undertake safer recruitment training and support the schools to follow best practice.
- Provide SEN reports to the Trust Board and ensure consistency in reporting to Local Governing Bodies.
- Model best practice and always uphold the principles of confidentiality and data protection.
- During term time, the Director of Special Educational Needs should always be available during school hours for SENCOs in the schools to discuss any SEN concerns. Ideally this will be in person but can also be via phone or video calling.

Support for the trust/schools

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the CEO/Executive Director of Education/Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Director of Special Educational Needs (SEN)

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications & Training			
Qualified Teacher Status	✓		A
National Award for SEN Co-ordination or SEND NPQ	✓		A
Degree	✓		A
Experience			
Teaching experience	✓		A / I
Experience of working at a whole-school level	✓		A / I
Experience of working across more than one school/phase		✓	A / I
Involvement in self-evaluation and development planning	✓		A / I
Experience of line managing staff	✓		A / I
Experience of conduction training/leading INSET	✓		A / I
Skills & Knowledge			
Sound knowledge of the SEND Code of Practice	✓		A / I
Understanding of what makes 'quality first' teaching and of effective intervention strategies	✓		A / I
Data analysis skills and the ability to use data to inform provision planning	✓		A / I
Ability to plan and evaluate interventions	✓		A / I
Good record-keeping skills	✓		A / I
Effective communication and interpersonal skills	✓		A / I

Ability to build effective working relationships	✓		A / I
Ability to influence and negotiate	✓		A / I
Personal Qualities			
Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school	✓		A / I
Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability	✓		A / I
Ability to work under pressure and prioritise effectively	✓		A / I
Commitment to always maintaining confidentiality	✓		A / I
Commitment to safeguarding and equality	✓		A / I
A commitment to the vision, guiding principles and strategic goals of Chorus Education Trust	✓		A / I
Personal and professional resilience in the face of challenging situations	✓		A / I

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jobs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

Contact details

Secondary schools

Eckington School & Sixth Form

www.eckington.chorustrust.org

T 01246 432 849

E enquiries@eckington.chorustrust.org

Hope Valley College

www.hopevalley.chorustrust.org

T 01433 620 555

E enquiries@hopevalley.chorustrust.org

Silverdale School & Sixth Form

www.silverdale.chorustrust.org

T 0114 236 9991

E enquiries@silverdale.chorustrust.org

Westfield School

www.westfield.chorustrust.org

T 0114 248 5221

E enquiries@westfield.chorustrust.org

Teacher development

South Yorkshire Teaching Hub

www.southyorkshireteachinghub.org

T 0114 235 7980

E info@southyorkshireteachinghub.org

Sheffield Teacher Training Alliance

www.sheffieldtta.org

T 0114 235 7980

E enquiries@sheffieldtta.org

Primary Schools

Bradwell Junior School

www.bradwelljuniorschool.com

T 01433 620 473

E enquiries@bradwelljunior.chorustrust.org

Hady Primary School & Nursery

www.hadyprimaryschool.co.uk

T 01246 279254

E enquiries@hadyprimary.chorustrust.org

Malin Bridge Primary School & Nursery

www.malinbridge.chorustrust.org

T 0114 234 1379

E enquiries@malinbridge.chorustrust.org

Stocksbridge Junior School

www.stocksbridgejunior.chorustrust.org

T 0114 288 2221

E

enquiries@stocksbridgejunior.chorustrust.org

National Modern Languages SCITT

www.nationalmodernlanguages.com

T 0114 235 7980

E enquiries@nationalmodernlanguages.com

National Maths and Physics SCITT

www.nmapscitt.org.uk

T 0114 235 7980

E enquiries@nmapscitt.org.uk

www.chorustrust.org

T 0114 235 7983

E info@chorustrust.org