

JOB DESCRIPTION

Post title:	Trust SEND Lead
Working time:	37 hours Term Time Only + 2 Weeks
Pay range:	Hay Band D
Reporting to:	Chief Executive Officer

Main Purpose of the job:

The Trust SEND Lead will provide strategic leadership for SEND across all SNMAT academies, developing a consistent, high-quality approach that strengthens inclusive practice, meets statutory duties and improves outcomes for pupils with SEND.

Key Responsibilities:

Strategic Leadership and Accountability

- Lead the development, implementation and ongoing evaluation of the Trust's SEND strategy, ensuring alignment with Trust priorities and national expectations.
- Analyse Trust-wide SEND performance, identifying strengths, trends, emerging risks and areas for development.
- Monitor the impact of SEND improvement initiatives and provide clear evaluation reports to senior leaders and Trustees.
- Use evidence and data to inform strategic planning, resource allocation and improvement priorities across the Trust.

Quality Assurance and Statutory Compliance

- Lead a robust programme of SEND reviews across academies, evaluating identification processes, provision, teaching adaptations, inclusion and pupil outcomes.
- Provide Trust-wide assurance that academies meet their statutory responsibilities under the SEND Code of Practice.
- Monitor the quality and timeliness of Education, Health and Care Plan (EHCP) processes, annual reviews and SEND documentation.
- Support academies in maintaining inspection readiness, ensuring that SEND provision reflects best practice and statutory requirements.

Data, Outcomes and Improvement

- Establish and maintain effective systems for collecting, analysing and interpreting Trust-wide SEND data.
- Monitor attendance, attainment, progress, exclusions, participation and wider outcomes for pupils with SEND.

- Identify patterns and priorities across the Trust and develop targeted improvement strategies to address areas of concern.
- Ensure that SEND improvement activity results in measurable improvements in pupil outcomes and experiences.
- Secure strong outcomes for pupils across all academies
- Ensure consistent compliance with statutory requirements, increased leadership capacity within schools, robust use of data to drive improvement, and clear evidence that pupils with SEND are thriving academically, socially and emotionally

Capacity Building and Professional Development

- Provide professional support, challenge and coaching to SENCOs, Headteachers and senior leaders.
- Develop leadership capacity across the Trust, enabling sustainable improvement within academies.
- Identify common development needs and design high-quality professional development programmes to strengthen SEND practice.
- Promote the sharing of expertise, effective practice and innovation across Trust schools.

Inclusive Teaching and Learning

- Improve the quality of teaching and learning for pupils with SEND through the promotion of evidence-informed inclusive classroom practice.
- Support academies to develop adaptive teaching approaches that enable all pupils to thrive.
- Champion inclusion as a core aspect of school improvement and educational excellence.

Partnership Working

- Work collaboratively with school leaders, Local Authorities and Trust colleagues to strengthen SEND provision.
- Develop effective partnerships with health professionals, educational psychologists, alternative provision settings and other specialist services.
- Foster positive relationships with parents and carers to ensure that pupils receive coordinated and effective support.
- Represent the Trust in external networks and partnerships, ensuring SNMAT remains informed by current developments and best practice in SEND.

Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment.
This may be amended as the need arises to reflect or anticipate changes to the role/duties following
consultation with the post holder.

Signed _____ Post Holder Date _____

Signed _____ Head Teacher/Principal Date _____

Person Specification

Qualifications	Essential	Desirable
A good academic standard of education e.g. GCSE, 'A' level standard/NVQ level 3 or equivalent.	✓	
Relevant professional technical qualification or degree level qualification	✓	
National Award for SEN Coordination (or equivalent eligibility under previous regulations).	✓	
Qualified Teacher Status (QTS).	✓	
Experience		
Significant SEND leadership experience at school, Trust or system level.	✓	
Experience of leading improvement through data analysis, quality assurance and strategic planning.	✓	
Proven ability to influence and develop leaders and improve outcomes for pupils with SEND.	✓	
Experience of establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts.	✓	
Experience of prioritising work to meet tight deadlines	✓	
Experience of working with confidential information	✓	
Knowledge & Understanding		
Full understanding of operational practices and procedures of the area(s) being supported and a broad understanding of statutory & legislative guidelines	✓	
Extensive knowledge of the SEND Code of Practice and current SEND legislation.	✓	
Skills & Aptitude		
Commitment to Christian values and the ethos of the Trust.	✓	
Ability to demonstrate initiative, be proactive and offer a solution-oriented approach	✓	
Outstanding communication and relationship-building skills and ability to establish effective working relationships with all academy stakeholders	✓	
Determination and commitment to high quality standards	✓ ✓	

Strong organisational and analytical skills.	✓	
Ability to provide both support and challenge to leaders.	✓	
Resilience, integrity and a commitment to securing the best outcomes for children and young people	✓	
Commitment to		
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the Trust	✓	
Commitment to safeguarding pupil's wellbeing and equality	✓	
Updating professional skills and knowledge through continuing professional development	✓	
Interpersonal Skills		
Resilient, positive, forward looking and enthusiastic about making a difference	✓	
Capacity to inspire, motivate and challenge children and young people	✓	
Self-motivation, flexibility and enthusiastic approach to work	✓	
The ability to remain calm in stressful situations	✓	