

SEND Lead – Job Description and Person Specification

Job Title:	ODBST SEND Lead
Reporting to:	Director of Education and Safeguarding
Responsible for:	SEND strategic leadership, oversight, and operational support
Scale / Salary:	NJC Pay Scale PO7; starting salary £54, 495 £57, 867 Pro Rata
Location:	ODBST Office in Longwick, with travel to all schools across the Trust
Contract:	Permanent, 0.6 FTE, Term Time Only

Job Purpose

As ODBST SEND Lead you will provide strategic leadership, oversight, and operational support for the effective management of Special Educational Needs and Disabilities (SEND) across the ODBST.

- To provide ODBST-wide operational leadership for SEND and inclusion.
- To translate the ODBST SEND strategy into consistent practice across schools.
- To build SEND leadership capacity in all schools

Responsibilities

- Quality assurance of operational SEND provision across all ODBST schools.
- Ensuring that all SEND pupils are supported in line with KCSiE 2025 and subsequent updates.
- Providing professional support and challenge to ODBST SENCo's.
- Supporting effective graduated response and EHCP implementation.
- Contributing to whole-school improvement through inclusive teaching and curriculum practice.
- Working with senior Trust leaders to address systemic SEND and SEMH challenges.
- Working alongside the School Effectiveness Partners to ensure a single approach and shared understanding of wider school improvement.
- Lead SEND moderation activities.
- Facilitating collaboration, moderation, and sharing of best practice across schools.
- Working with schools to ensure high-quality, inclusive provision for all pupils with SEND, statutory compliance with the SEND Code of Practice (2015) and the Equality Act (2010), and consistent approaches across the Trust,
- Responding to the distinct needs of each school and in compliance with the local authority practices where the school is located.
- Ensuring that schools are well prepared for OFSTED inspections



Strategic Leadership:

- Develop and review the Trust SEND Strategy alongside the Director of Education and Safeguarding.
- Advise the Director of Education and Safeguarding on SEND priorities and prepare termly reports for the Trustees.
- Promote inclusive practice and strong outcomes for pupils with SEND across the Trust in line with Trust values.

Quality Assurance & Compliance:

- Ensure compliance with SEND Code of Practice (2015) and the Equality Act (2010).
- Regular monitor effectiveness of SEND provision across all schools, providing guidance and support as necessary.
- Evaluate EHCP implementation and graduated response.

SENDCo Development:

- Lead ODBST SENDCo network.
- Provide mentoring and CPD for SEND staff at all levels.

Partnership Working:

- Liaise with Local Authorities and external professionals.
- Represent the ODBST in SEND forums.

Data & Resources:

- Monitor SEND data, including outcomes for pupils at statutory points.
- Monitor SEND data regarding behaviour and attendance, bullying and child on child abuse, online safety.
- Support schools with sustainable resource deployment

Safeguarding

The ODBST is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check will be required.

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be 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.

Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder must be committed to the organisation's vision and values.



Person Specification

Qualifications/Professional Competencies:	Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • National Award for SEN Coordination (NASENCO) • Ongoing professional development related to SEND or Inclusion • Secure and up-to-date knowledge of the SEND Code of Practice (2015) • Postgraduate qualification in SEND, Inclusion, or Educational Leadership • Evidence of advanced or system-level SEND leadership training • Designated Safeguarding Lead (DSL) qualification 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Knowledge and Experience:		
<ul style="list-style-type: none"> • Significant experience in a SEND leadership role (e.g. SENDCo or Inclusion Lead) • Track record of improving outcomes for pupils with SEND • Experience of working strategically with senior leaders, governors, or trustees • Experience of developing inclusive practice across whole-school contexts • Experience of multi-agency working, including effective partnership with Local Authorities • Experience working across multiple schools or within a Multi-Academy Trust • Experience supporting SEND provision across both primary and secondary phases • Experience of contributing to or supporting schools through Ofsted inspections • Experience of SEND mediation, tribunals, or complex case management 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
Skills and Abilities:		
<ul style="list-style-type: none"> • Ability to provide strategic leadership across a Multi-Academy/Multi-school Trust • Ability to offer both support and professional challenge to school leaders • Strong analytical skills, including use of data to inform improvement 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	



<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to work independently and manage competing priorities Effectively 	✓ ✓	
<ul style="list-style-type: none"> • Coaching or mentoring experience • Experience of leading professional development at scale • Strong report-writing and presentation skills for executive and trustee audiences 		✓ ✓ ✓
Personal Attributes:		
<ul style="list-style-type: none"> • Strong commitment to inclusive education and equity • High levels of professionalism, integrity, and resilience • Collaborative, solution-focused approach • Confidence and calmness when working in complex or pressured situations • Commitment to reflection and continuous improvement 	✓ ✓ ✓ ✓ ✓	
Safeguarding and Compliance:		
<ul style="list-style-type: none"> • Clear commitment to safeguarding and promoting the welfare of children and young people • Willingness to undertake and maintain enhanced DBS clearance • Understanding of professional responsibilities relating to safeguarding, confidentiality, and data protection 	✓ ✓ ✓	

General Information

Remuneration	Subject to experience, and NJC Pay Scale stated above.
Hours of work	0.6 FTE, which is the equivalent of 3 days per week (22.2 working hours per week based on an FTE week of 37 hours).
Place of work	Based at the Trust Offices at 8 The Green, Longwick, Princes Risborough, HP27 9QY with travel across Buckinghamshire, Milton Keynes and other locations as required.
Circumstances	<ul style="list-style-type: none"> • Travel across Buckinghamshire, Milton Keynes and other locations as required. • Full driving licence with access to, and willingness to use own vehicle, to undertake travel for ODBST with expenses reimbursed. • Offer of appointment will be subject to a successful DBS certificate and safer recruitment checks.

