



The **GALLERY TRUST**



A community of special schools

**Head of Service  
Inclusion and Outreach**

**Candidate Information Pack  
October 2022**

## **Welcome from the Chief Executive Officer and the Chair of the Board**

Thank you for your interest in becoming Head of Service for Inclusion and Outreach at The Gallery Trust. This is a unique opportunity for an experienced, talented and effective individual who can demonstrate success within the education sector and has a sound knowledge and understanding of SEND, to join a thriving Special Multi Academy Trust.

As a new post within the Trust, the successful candidate will be responsible for setting up, leading and managing the provision of inclusion projects and outreach. You will collaborate with senior leaders, Head Teachers and other partners to develop our inclusion and outreach offer, identify suitable opportunities to deliver support to students and training for staff, and liaise with stakeholders to set up projects and initiatives. You will oversee the successful delivery of all outreach activities, and will monitor and evaluate provision, ensuring that our service has a demonstrable and positive impact on improving outcomes for students. Safeguarding will be a core focus of this role, and you will demonstrate the highest standards in this area.

You will recruit, train and lead a range of staff including teachers, Pastoral Support Workers and Teaching Assistants to deliver a service which improves outcomes for children and young people with SEND in mainstream school and help to build the capacity of mainstream schools to identify and meet a wider range of SEND needs.

The successful candidate will be based at the Trust central offices in Oxford but will work across the county in a number of Trust and mainstream settings.

The Gallery Trust is a successful and thriving Trust and has grown from a single special academy in 2013 to the largest special MAT in Oxfordshire with six schools across the county. The Trust is continuing to grow, with two free special schools in the pre-opening stage.

The successful candidate will demonstrate:

- a strong track record in managing and supervising staff
- education experience, managing projects and working in a multi-disciplinary context with a range of professionals
- organisation and managerial strengths
- a commitment to inclusivity and a passion for raising standards for students with SEND
- experience of project management, including formulating and managing budgets
- a creative approach, which blends the ability to introduce innovation alongside the retention of practices that are established and effective
- experience of working with stakeholders and forming partnerships and networks
- personal qualities of resilience, enthusiasm, approachability, and tenacity

Ideally, you will have had experience of working within the outreach sector or across a number of schools.

You will be driven by a strong moral purpose to strive for excellence and outstanding outcomes for students with SEND. You will be dedicated to promoting of the Trust's vision and values, and will use these as your guiding principles in your actions and decision making.

In return, the Trust can offer you:

- the opportunity to work with skilled, hardworking, and empowered colleagues, and with our fantastic students
- a comprehensive and thorough induction programme
- tailored and appropriate continuing professional development, designed to support your needs and aspirations
- professional business and school improvement support and resources
- the opportunity to working collaboratively with staff throughout the organisation

On behalf of the Board of Trustees, thank you again for your interest and we look forward to hearing from you.

With very best wishes



*Chris Scrivener*  
*Chair of Trustees*



*Kay Willett, MBE*  
*Chief Executive Officer*

## How to apply

If you are interested in this post and would like to have an informal telephone conversation about the role, please make an appointment with Harry Paget-Wall Collins (Director of Education and Strategy) or John Riches (Director of Schools and Education) via the HR contact details below.

To apply for this post please email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or call Megan Barnes, Trust HR Manager, on 07944 901169 to request a candidate information pack. The information can also be downloaded from our website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk).

Applications must be made on The Gallery Trust application form and returned to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk).

The deadline for applications is **12noon on Friday 21<sup>st</sup> October 2022**.

Interviews will be held on either **Friday 28<sup>th</sup> October or Monday 31<sup>st</sup> October 2022**.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure & Barring Service and go through a range of other Safer Recruitment checks.

As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection.

## About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Iffley Academy, Oxford, which makes provision for 180 students with moderate C&L and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- Bardwell School, Bicester, which makes provision for 100 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://bardwell.oxon.sch.uk/>
- Mabel Prichard School, Oxford, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <https://mabelprichard.org/>
- Springfield School, Witney, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <http://www.springfield.oxon.sch.uk/>
- Northern House Academy, Oxford, which makes provision for 86 students with SEMH and ASC needs (5 – 11): <https://northernhouseacademy.co.uk/>
- Orion Academy, Oxford, which makes provision for 102 students with SEMH and ASC needs (10 – 18): <https://www.orionacademy.co.uk/>
- The Grove@Orion, Oxford, which makes provision for students with moderate C&L needs and associated SEMH and ASC needs
- Bloxham Grove Academy, Bloxham, to open in January 2024, which will make provision for 100 students with moderate C&L and associated SEMH and ASC needs (7 – 18)
- A Free Special School in South Oxfordshire, to open in 2025, a sister school to Orion Academy, which will make provision for 100 students with SEMH and ASC needs (7-18)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and in reach opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning and in meeting the operational and strategic demands of running their schools.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

## **JOB DESCRIPTION**

### **Head of Service for Inclusion and Outreach**

**L12 – L16**

**Reports to:** Director of Education and Strategy

#### **Introduction**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

#### **Key Responsibilities**

- Develop and implement a structure and organisational framework which supports the effective provision of in-reach, outreach and CPD across the county
- Lead and manage an inclusion and outreach team
- Oversee the delivery of the work of the team, supervising staff and quality assuring all aspects of the outreach offer
- Identify opportunities to extend the inclusion and outreach offer through collaboration with senior leaders throughout the Trust and with external stakeholders, taking a creative and innovative approach
- Manage the inclusion and outreach budget, ensure that all activities are costed, and increase income generation and revenue
- Seek to obtain grant funding for projects and activities
- Manage the team's administrative systems
- Work in partnership with other services to target resources efficiently
- Enable person-centred planning, use of Early Help/CAF and Team Around the Child/School approaches to form the basis of all provision
- Provide information and an understanding of specialist areas of need
- Fulfil all the responsibilities of teachers in the team, including supporting SENCos, mainstream teachers and teaching assistants to differentiate curricula to meet the needs of children working below age related expectations
- Manage own caseload, including observing pupils, writing reports, developing and modelling resources and attending meetings
- Ensure that all activities are of a high standard, are in accordance with The Gallery Trust's aims, vision and values and promote improvement in outcomes for students

- Ensure that all activities demonstrate excellence in Safeguarding and observe full compliance with safeguarding policies across the establishment worked in, statutory regulations, advice and guidance
- Monitor and evaluate all inclusion and outreach activities, ensuring that clear targets are set and outcomes are measured

### **General Responsibilities**

- As a member of the Trust's Extended leadership Team, contributing to the wider activities of the Trust and demonstrating a commitment to the organisation
- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

This job description is subject to annual review.

**SELECTION CRITERIA**  
**Head of Service for Inclusion and Outreach**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Qualified to work in the UK Qualified Teacher Status (QTS)</p>	<p>National Award for SENCOs Qualifications relevant to the post</p>
Experience and knowledge	<p>Experience of working with students with SEND Extensive experience of Safeguarding procedures Experience of working with a range of professionals and with multi disciplinary teams Experience of setting up projects and initiatives Experience of project management Experience of budget management Experience of line management Extensive experience of delivering and facilitating training</p>	<p>Experience of working in education sector in a range of settings Experience of team management Experience of generating income Experience in delivery of outreach support Up to date knowledge of government policy and guidance pertaining to the education sector</p>
Skills and abilities	<p>Good time management skills Good administrative and organisational skills Excellent user of ICT and a range of software packages Ability to write clear and accurate reports Ability to establish positive working relationships with colleagues, partners and stakeholders Excellent interpersonal and communication skills Ability to work under pressure and prioritise workload Ability to work in a team and on own initiative Self motivated and flexible approach</p>	<p>Ability to build, shape and lead a team Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</p>
Other	<p>A commitment to working with students with SEND, to diversity and to inclusivity Willingness and ability to travel throughout Oxfordshire and to attend meetings out of core working hours</p>	