



The **GALLERY TRUST**



A community of special schools

Trust SEND and Admissions Manager

**Candidate Information Pack
June 2023**

Welcome

Thank you for your interest in the position of Trust SEND and Admissions Manager at The Gallery Trust.

The Gallery Trust is an expanding and successful Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire.

The Trust is recognised as a key stakeholder in the delivery of education to SEND pupils in the county. This is a very exciting time to join the Trust, as we continue to expand our provision. We currently have six schools in our Trust, a satellite provision, and two new schools in pre-opening.

As a Trust, our vision is to encourage the individual identities of our academies while providing strong support from the Trust's Executive Team and central support services, and facilitating collaboration between the academies in the Trust. Employees at the Trust belong to a community of skilled and experienced professionals, and benefit from a wide range of networks and development opportunities across the Trust.

If you share our values, are motivated by working with colleagues who are completely dedicated to improving outcomes for students with Special Educational Needs and Disabilities, and are enthusiastic about contributing to an effective team with very high standards, then we would be delighted to receive your application.

Thank you again for your interest and we look forward to hearing from you.



Kay Willett, MBE
Chief Executive Officer

Trust SEND and Admissions Manager

Contract Type: Part time (21 hours per week, 52 weeks per year)

Grade: Lead Practitioner Scale L8 - 11
or Green Book G15

To Start: September 2023

The Gallery Trust is a special Multi Academy Trust, seeking to recruit a Trust SEND and Admissions Manager to work closely with the Trust Directors and academy Headteachers in the strategic development of the Trust's vision to deliver exceptional and aspirational learning experiences for all of our children and young people

The successful applicant will have experience in SEND schools or Local Authority central administration, with extensive knowledge of the Code of Practice for SEN and new SEND reforms, including identification, assessments and provision. You will share our vision of SEND provision throughout the county and live our values every day to enable excellence in all aspects of estates management across the Trust.

The postholder will be required to travel to all school sites throughout Oxfordshire and may sometimes be deployed across the Trust in response to need, on short term or long-term placements. The post holder is required to hold a full driving licence and have access to a vehicle for travel.

Benefits of working at The Gallery Trust

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Free eye tests and a contribution towards glasses for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Free onsite parking
- Perkbox - discount and wellbeing platform membership

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance including private external counselling free of charge

- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

Application Process

Please submit your application form via email to application@thegallerytrust.co.uk or by post.

The deadline for applications is 12:00pm Wednesday 21st June 2023.

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 committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. 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 other 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.

JOB DESCRIPTION

Job Title: Trust SEND and Admissions Manager

Responsible to: CEO

Salary: Lead Practitioner Scale: L8 - 11
Green Book G15

Job Purpose:

To work closely with the Trust Directors and academy Headteachers in the strategic development of the Trust's vision to deliver exceptional and aspirational learning experiences for all of our children and young people

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. The Headteacher, or other Senior Manager if appropriate, will be mindful of his/her 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 Trust's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at Work policy and the Dignity at Work policy.

Areas of Responsibility

- Exercise a key role in assisting the Head Teacher and the SLT with the strategic development of specialist and enhanced SEND provision
- Support all staff in understanding the needs of students with complex SEND needs and disabilities and ensure that specific objectives to further develop SEND provision are reflected in the school's Raising Achievement Plans
- Ensure that Trust practice is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements e.g. Equalities Act 2010
- Ensure that the provision of SEND support is in accordance with Trust aims and policy
- Lead and facilitate Annual Reviews, as required, collaborating with schools, parents/carers, and external agencies to develop robust Education, Health, and Care Plans (EHCPs).
- Maintain accurate records, ensuring compliance with data protection regulations.
- Provide expert guidance on SEND processes and legislation, ensuring the delivery of inclusive and high-quality support services.

- Liaise with staff, parents, external agencies and the Local Authority to ensure that provision is mapped accurately and meets the students' needs as detailed in their Education, Health, and Care Plans
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists
- Manage and advise on the school budget and resources for students with complex SEND needs and disabilities who require additional and enhanced funding
- Monitor the progress and development of students with SEND (students with additional and/or complex needs), evaluate the effectiveness of teaching and learning, additional interventions, therapies and additional staffing and resource by working closely with the schools
- Support schools with admissions and lead on any complex casework
- Support schools in making requests to Complex Cases for additional funding
- Lead Moderation Meetings for funding requests
- Work with Trust colleagues to resolve disagreement, either by working directly with parents or by working with SENDIASS or an independent Mediation Service
- Support schools in preparing for First-Tier Tribunal (SENDIST) and/or represent the Trust's position at the First-Tier Tribunal
- In consultation with the Directors, provide a programme of professional development for staff in relation to the Code of Practice (2014)
- Write reports for Trustees, as required
- Provide advice, guidance and training to teachers on supporting students with SEND
- Support teachers to develop individual plans and bespoke pathways
- Keep up to date with national and local policies related to SEN and cascade information to colleagues
- Undertake training and coaching within the Trust in areas of expertise, contributing to school improvement and improved outcomes for learners
- Contribute to the development and growth of The Gallery Trust, supporting schools with Trust-wide initiatives and programmes
- Liaise with colleagues across the Trust to promote consistency of approach and practice in areas of expertise
- Use data analysis to identify areas within the Trust where colleagues may need support in order to improve outcomes
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager
- Demonstrate a commitment to own professional development, keeping fully up to date with current practice by reading widely and personal CPD
- Safeguard and promote the welfare of all students, modelling excellent Safeguarding practice
- Model good discipline in line with the Trust's restorative practices behaviour policy and champion the Trust's behaviour policy and therapeutic and restorative ethos.

Standards and quality assurance:

- Support the aims and ethos of the Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Take part in staff appraisal

Other

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO. This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and Enhanced Disclosure and Barring Check.

However, the Trust reserves the right, in exceptional circumstances, to deploy staff to different locations depending on the needs of the overall Trust.

SELECTION CRITERIA

Trust SEND and Admissions Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to work in the UK • Higher education (degree or equivalent) • Knowledge of the Code of Practice for SEN and new SEND reforms (Sept 2014), including identification, assessments and provision. • Experience and regular use of Microsoft Office applications 	Qualified Teacher Status (QTS)
Experience	<ul style="list-style-type: none"> • SEN in schools and/or LA central administration • Ability to use own initiative • Proven ability to work effectively under pressure • Knowledge of the Code of Practice for SEN, including identification, assessments and provision. 	Successful experience at a senior level in SEND in a special school or Local Authority
Professional knowledge and skills	<ul style="list-style-type: none"> • Demonstrate an interest and passion for continuous professional development • The ability to set and establish new and innovative working practices • An analytical approach in identifying and prioritising needs • Working with a range of stakeholders, including staff, pupils, and the wider community • Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning • An analytical approach in identifying and prioritising needs 	Working at a senior level in school improvement planning
Personal Skills and Qualities	<ul style="list-style-type: none"> • Strong commitment to raising standards • High expectations of self and others 	

	<ul style="list-style-type: none">• Ability to establish and maintain positive relationships, including with parents• Ability to remain positive and enthusiastic, including when under pressure• Excellent interpersonal and communication skills• Good Keyboard skills.• Proven ability to communicate effectively in writing and orally• Ability to work effectively as member of a team• Effective organisational skills• Ability to prioritise work• Flexible approach to duties and working hours as necessary• Proven record of good working relationships with other services.• Dedication to improving the lives of children and young people	
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Your application should clearly demonstrate how well you meet the above key criteria.

June 2023

