



The **GALLERY TRUST**



A community of special schools

**Trust Lead for Inclusion  
Access to Learning**

**Candidate Information Pack  
November 2023**

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

Thank you for your interest in becoming Trust Lead for Inclusion: Access to Learning 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 ensuring that all children and young people in the Trust have access to a wide range of specialist provision which is tailored to meet their individual needs. This provision will range from universal access to school provision, bespoke pathways, enhanced and resourced provision which is funded appropriately by commissioning Local Authorities and strategic partners. You will collaborate with senior leaders, Head Teachers and other partners to further develop and grow the Trust provision and services and 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 admissions of all pupils into the Trust and will develop an effective central Trust Admissions Strategy.

Safeguarding will be a core focus of this role, and you will demonstrate the highest standards in this area.

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 seven schools across the county. The Trust is continuing to grow, with a free special school 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 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 at a senior level in a school, Multi-academy Trust or Local Authority leading on the provision of high quality SEND.

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 the promotion 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 of 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 Jane Horne, Chief Operating Officer, 07572 235294.

To apply for this post please email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or call Jane Horne, 07572 235294 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 **11.00am on Monday 27<sup>th</sup> November**.

Interviews will be held on Friday 1<sup>st</sup> December 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 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 Cognition and Learning Needs and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- Bardwell School, Bicester, which makes provision for 110 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/>
- Bloxham Grove Academy, Bloxham, to open in January 2024, which will make provision for 100 students with moderate Cognition and Learning Needs 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**

### **Trust Lead for Inclusion: Access to Learning**

**L18 – L22**

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

#### **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**

##### **Strategic Leadership and Management**

- Work with the CEO, and the Trust Directors on delivering the objectives on the Trust's 5 year Strategic Plan
- Work with the CEO, and the Trust Directors to establish and sustain the Trust's vision, culture, values and strategic direction in partnership with the board of Trustees
- Support the achievement of the Trust's Strategic Objectives with a focus on sustainable growth initiatives
- Provide strategic and operational guidance to senior leaders in the Trust's academies, delivering support, leadership, advice and guidance to consolidate and improve outcomes, to enhance the quality of provision and to facilitate collaborative working
- Provide vision, direction and leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability
- Create a positive and supportive culture across the Trust and its schools
- Work in partnership with the Trust's commissioning Local Authorities to ensure that students with SEND in Oxfordshire can access local provision which meets their needs

##### **Growth projects and initiatives**

- Identify and respond to opportunities for growth e.g. School expansion

- Ensure that growth initiatives align with the Trust's vision and core values
- Work responsively with the Local Authority, DfE Regional Directors and the Department for Education on opportunities for sponsorship and/or school conversions
- Work with Head Teachers and Leaders on pupil place planning and sufficiency of places across the Trust
- Work with Head Teachers and Leaders on the strategic development of specialist and enhanced SEND provision
- Take on secondments in schools as directed by the CEO as part of the School Improvement Team to support school effectiveness and improvement

### **Special Educational Needs and Disabilities**

- Ensure that all Trust students have access to high quality specialist provision which will include a universal school offer; bespoke pathways and enhanced pathways
- Ensure that Trust practice is compliant with the SEND Code of Practice (2014) and other relevant statutory requirements e.g. Equalities Act 2010
- Support Head Teachers and Leaders in making appropriate provision for students with complex SEND needs and disabilities
- Work with the commissioning Local Authorities on pupil place funding and enhanced funding packages for students on bespoke or enhanced pathways
- Ensure that the provision of SEND support is in accordance with Trust aims and policies
- Provide expert guidance on SEND processes and legislation, ensuring the delivery of inclusive and high-quality support services
- Lead on the admissions for the Trust
- Provide Executive SENDCo advice and guidance, as required
- 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 is preparing for First-Tier Tribunal (SENDIST) and/or represent the Trust's position at the First-Tier Tribunal
- Work with the Trust Lead for Outreach to identify opportunities to extend the inclusion and outreach offer through collaboration with senior leaders throughout the Trust and with external stakeholders
- Seek to obtain grant funding for projects and initiatives
- Manage the team's administrative systems
- Work in partnership with other services to target resources efficiently

### **Relationships**

- Build external relationships and develop opportunities for collaborative and constructive working with influential stakeholders, including the Department for Education, Local Authorities, DfE Regional Directors and other strategic partners
- Build constructive and meaningful relationships with internal stakeholders, including Head Teachers and colleagues across the Trust
- Embed the Trust's position as a core contributor to SEND strategy and provision, locally and nationally

- Promote the opportunities to share practice and collaboration which furthers the improvement of outcomes
- Support positive communications that promote the Trust and its work, and represent the Trust effectively
- Support the balance of accountability and autonomy between central operations and individual schools

### **Governance and Accountability**

- Support the ability of the Board, the CEO and other stakeholders to arrive at informed and timely decisions by providing professional guidance to the Board and its committees
- Support effective working relationships with the Board of Trustees, supporting an ethos of support and challenge, and with its committees, including Local Academy Boards
- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work
- Promote and enable ways in which the Trust's schools and Local Academy Boards actively connect with their communities

### **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.

### **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 Lead for Inclusion: Access to Learning**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Qualified to work in the UK</li> <li>• Higher education (degree or equivalent)</li> <li>• Knowledge of the Code of Practice for SEN and new SEND reforms (Sept 2014), including identification, assessments and provision</li> <li>• Experience and regular use of Microsoft Office applications</li> </ul>	<p>National Award for SENCOs</p> <p>Qualifications relevant to the post</p> <p>Qualified Teacher Status (QTS)</p>
Experience and knowledge	<ul style="list-style-type: none"> <li>• Experience of working with students with SEND in schools or within the Local Authority</li> <li>• Knowledge of the Code of Practice for SEN, including identification, assessments and provision</li> <li>• Extensive experience of Safeguarding procedures</li> <li>• Experience of working with a range of professionals and with multi-disciplinary teams</li> <li>• Experience of setting up projects and initiatives</li> <li>• Experience of project management</li> <li>• Experience of budget management</li> <li>• Experience of line management</li> <li>• Extensive experience of delivering and facilitating training</li> </ul>	<p>Experience of working in an education sector in a range of settings</p> <p>Experience of team management</p> <p>Experience of generating income</p> <p>Up to date knowledge of government policy and guidance pertaining to the education sector</p>
Skills and abilities	<ul style="list-style-type: none"> <li>• Demonstrate an interest and passion for continuous professional development</li> <li>• The ability to set and establish new and innovative working practices</li> <li>• An analytical approach in identifying and prioritising needs</li> <li>• Working with a range of stakeholders, including staff, pupils, and the wider community</li> <li>• Respect for pupils' social, cultural, linguistic, religious and ethnic</li> </ul>	<p>Working at a senior level in strategic place planning</p> <p>Ability to build, shape and lead a team</p> <p>Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</p>

	<p>backgrounds with an understanding of how these may affect their learning</p> <ul style="list-style-type: none"> <li>• An analytical approach in identifying and prioritising needs</li> <li>• Good time management skills</li> <li>• Excellent user of ICT and a range of software packages</li> <li>• Ability to write clear and accurate reports</li> <li>• Ability to establish positive working relationships with colleagues, partners and stakeholders</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to work under pressure and prioritise workload</li> <li>• Ability to work in a team and on own initiative</li> <li>• Self motivated and flexible approach</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• A commitment to working with students with SEND, to diversity and to inclusivity</li> <li>• Willingness and ability to travel throughout Oxfordshire and to attend meetings out of core working hours</li> </ul>	