The GALLERY TRUST

A community of special schools

Lead Practitioner: Outreach, training and development

Candidate Information Pack
December 2023

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

Thank you for your interest in becoming Lead Practioner for Outreach and Training, 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 key in supporting the delivery of our Outreach offer, inclusion projects and contribute to the facilitation of training and development programmes for the Trust. You will need to demonstrate a high level of knowledge and experience of working within SEND and mainstream schools. The candidate will be confident in their own practice and be able to provide advice, support, and challenge through our current offer.

You will need to have the skills, knowledge, and attributes to engage with school leaders and other partners, identify suitable opportunities to deliver support to students and training for staff, and be able to liaise with a range of different stakeholders to support the team with projects and initiatives. You will be essential in the successful delivery of outreach activities and be the face of the Trust, ensuring our service can demonstrate a positive impact on improving outcomes for students.

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 of improving outcomes for students with SEND.
- education experience including leadership at a senior level, 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 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 and will have a proven track record of delivering high quality training and development initiatives and programmes.

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 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

Lead Practitioner: Outreach, training and development
Leadership Scale: L14 – L18
Contract Type: Full Time, Permanent
Flexible working hours will be considered.

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

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 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.

Applications must be made on The Gallery Trust application form and returned to application@thegallerytrust.co.uk.

The deadline for applications is 11.00am on Monday 14th December.

Interviews will be held on Tuesday 19 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 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 students.

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 students 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.

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 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 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

Lead Practitioner for Outreach and Training

Lead Practitioner scale L5 – L9

Reports to: Trust Lead for Inclusion: Outreach, Training and Development

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

Outreach and Training

- Demonstrate and model expert and excellent practice in teaching and learning, communication and interaction, positive behaviour management, de-escalation strategies and other relevant SEND training.
- Support the implementation of the Trusts outreach programmes and training offer.
- Undertake training and coaching within the Trust in areas of expertise, contributing to school improvement and improved outcomes for learners.
- Undertake consultancy commissions, outreach, and training in external establishments in areas of expertise.
- Contribute to the development and growth of The Gallery Trust, supporting schools with Trust-wide initiatives and programmes.
- To prepare specific documentation relating to outreach and programmes of support for students e.g., Communication Plans, Positive Response Plans, Positive Handling Plans, Risk Assessments.
- Provide expert knowledge in curriculum design, development, and delivery for the needs of students with SEND specifically those with an intersectionality of need, recognising the systemic barriers to the progress of young people, and that SEND does not exist in isolation.
- Support colleagues to improve teaching and learning by further understanding the special needs of their students and the specialist skills required to secure outstanding outcomes.

- Support colleagues in the preparation and delivery of intervention strategies
- Support schools with preparing specific documentation relating to schools e.g., curriculum policies, plans and learning activities differentiated to meet the needs of students with a range of SEND.
- Attend staff meetings, INSET, and any other relevant meetings.
- Disseminate materials and advice on practice, research and CPD: draw on research outcomes and other sources of evidence to inform own practice and that of colleagues.
- Assess and evaluate teaching colleagues in areas of expertise, including classroom observations and providing feedback.
- 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.
- As part of the Trust Central School Improvement Team support schools across the trust providing advice, guidance, and challenge to senior leaders
- 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
- Monitor and evaluate all inclusion and outreach activities, ensuring that clear targets are set, and outcomes are measured.

Relationships

- Build external relationships and develop opportunities for collaborative and constructive working with different stakeholders and 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.

General Responsibilities

- As a member of the Trust's Central 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.
- 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.
- 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
Lead Practitioner: Outreach, Training and Development

	Essential	Desirable
Qualifications	Qualified to work in the UK Qualified Teacher Status National Award for SENCOs	Qualifications relevant to the post
Experience and knowledge	Experience of working with students with SEND Experience of effective senior leadership Extensive experience of Safeguarding procedures Experience of working with a range of professionals and with multi-disciplinary teams Experience of outreach support and training	Experience of working in education sector in a range of settings Experience of team management Experience in delivery of outreach support Up to date knowledge of government policy and guidance pertaining to the education sector
Skills and abilities	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 priorities workload. Ability to work in a team and on own initiative Self-motivated and flexible approach	Ability to build, shape and lead a team Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams
Other	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	