GREENSHAW
LEARNING TRUST



Recruitment Pack

Assistant Director – SEND and Special Provision

ALWAYS
LEARNING

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Dear Candidate,

Thank you for your interest in the role of Assistant Director of Education (SEND and Special Provision) for the Greenshaw Learning Trust (GLT). We are looking for an experienced and dynamic Assistant Director to work alongside the existing education team to build and maintain GLT as a successful academy trust that is highly regarded and seen as a centre of excellence in which to work and learn.

GLT has at its heart, effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

GLT is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and Bristol, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a new special school in Sutton, a secondary and a primary school in Plymouth.

The Trust has a prudent and successful approach to financial planning for individual schools and carries a healthy consolidated operational surplus. The Trust receives annual centralised capital allocations which are distributed to schools based on need and recent investments ensure we have good building conditions across our estate.

GLT schools are supported by the Trust's Shared Services team, consisting of specialists who provide a range of high-quality services to support schools and help them to provide the very best learning environment for their students. We are looking for an inspirational and transformational Assistant Director of Primary Education who will complement the existing Senior Leadership Team and wider Trust Shared Service and be comfortable considering themselves to be 'Always Learning'.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at www.greenshawlearningtrust.co.uk. If you have any questions or would like a confidential conversation with the CEO, please do not hesitate to contact Ross Dickerson, Head of HR, by email rdickerson@greenshawlearningtrust.co.uk.

Yours sincerely



Will Smith
Chief Executive Officer

Greenshaw Learning Trust – 'Always Learning'

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all 'Always Learning'.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 16,750 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found here.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Main responsibilities and duties:

The Assistant Director of Education will help build and maintain the Greenshaw Learning Trust as a successful multi academy trust that is highly regarded and seen as a centre of excellence in which to work and learn.

Reporting to: Director of Education (Primary or Secondary)

Responsible for: School Improvement Lead for SEND and Leaders of Special Provision/Bases as necessary.

Salary: The salary will be calculated in accordance with the GLT Senior Executive Pay Scale, points 1 - 7
£105,000 - £120,750 per annum FTE
(Starting point and salary will be determined on appointment, subject to experience)

Place of Work: The postholder will be based at home, however, regular travel to GLT schools and other GLT locations will be required.

Hours of Work: This post is full time

The GLT Assistant Director of Education will:

- strategically lead and support the Trust's work across SEND and Special Provision.
- work closely with the senior leadership team of the Trust, the School Improvement Lead for SEND, and school and base provision leaders to drive improved outcomes for children from early years to sixth form.
- have a willingness and the ability to be seconded to the role of Headteacher in a GLT school for a short period of time, when and where necessary.

Job Description

The GLT Assistant Director of Education (SEND and special provision) will work collaboratively as members of the Trust Senior Leadership Team to:

- Provide strategic leadership of provision for pupils with SEND including special school and base provision across the Greenshaw Learning Trust (GLT).

- Work with the Trust's senior leadership team to ensure opportunities for collaboration are realised and drive improvements across the Trust.

- Provide, where appropriate, Line Management for leaders of resource bases and other special SEND provision across the Trust.

- Identify opportunities to develop new special provision within and beyond existing clusters of GLT schools and oversee the educational planning for new special provision in the pre-opening phase.

- Develop strong relationships with commissioning bodies including all partner Local Authorities.

- Manage relationships and develop partnerships with school leaders, governors, trustees, and other stakeholders.

- Collate, produce, and present reports to the Board of Trustees and/or its committees as necessary.

- Ensure the Trust is compliant with its statutory duties in relation to pupils with SEND.

- Lead and inspire a developing SEND team and persuade and influence colleagues at all levels of the organisation.

- Develop and lead a programme of continuous professional development for leaders, teachers, therapists, and support staff supporting pupils with SEND in mainstream and specialist provision.

- Oversee, refine and develop the SEND provision/auditing within mainstream schools leading to plans for continuous improvement of provision for pupils with SEND.

- Support the work of the School Improvement Lead for SEND and provide advice and guidance to schools/base leaders/SENCOs as appropriate.

- Work closely with the School Improvement Lead for SEND to update, disseminate, and enact the Trust's SEND Policy and strategy.

- Oversee and develop a range of core (for every school/base) and additional (based on need) shared services for schools.

- Work in collaboration with other leaders beyond GLT and be influenced by best practice across the educational landscape, building and maintaining internal and external networks.

- Line manage and performance manage GLT Headteachers as directed by the Director of Secondary Education, visiting the schools on a regular basis, monitoring and evaluating performance and providing formal reports to the Director.

- Undertake the role of Headteacher in a GLT secondary school where necessary.

- Engage any relevant shared service staff and draw on their experience and expertise to support school improvement and the performance management of Headteachers.

- Support the Director of Secondary Education through significant change projects.

- Undertake any tasks reasonably requested by the Director of Secondary Education, CEO or Board of Trustees.

Person specification

Assistant Director of Education - SEND and Special Provision

Essential Criteria
Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:
● Confidence in leading change, and instilling confidence in leaders, teachers, and support staff – particularly those involved in SEND and Special provision. ● Proven track record in leading and decision-making that generates highly successful outcomes for pupils. ● Proven track record of designing an ambitious curriculum with a multidisciplinary approach incorporating personal learning and EHCP outcomes. ● Significant senior leadership experience in education settings and/or local education authorities. ● A proven record of successful, senior education leadership including a proven track record as a successful school Headteacher ● Significant experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school, and/or local authority or academy trust ● Experience of leading effective innovations in curriculum and pedagogy ● Ability to provide evidence of outstanding practice in one or more settings
Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills, and knowledge:
● Clear understanding of and confidence in using the Engagement Model to assess pupils working below national curriculum assessments. ● Understanding of the importance of close collaboration between therapists, teachers, support staff and parents. ● Clear understanding of the strategic landscape for special education provision and the challenges and opportunities for Multi Academy Trusts. ● Strong interpersonal skills and ability to work with diverse groups of people. ● Ambitious and capable of leading, inspiring, and developing a team. ● Detailed understanding of the school improvement process and the ability to apply it in challenging circumstances ● A detailed knowledge of assessment and the use of date to monitor and raise standards ● Practical and successful experience of performance evaluation and management ● Understanding of the relationship between financial and human resources and educational outcomes ● Extensive knowledge of developments in curriculum, pedagogy and technologies and an ability to discern what is of practical value ● A thorough knowledge to commitment of the ethos of the Trust with the capacity to make productive contributions to the national education debate ● First-class ambassadorial skills with an ability to present the Trust in an authoritative and persuasive manner.
Personal Attributes: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:
● A deep commitment to the vision and aims of the Trust ● The authority to command the respect of current and prospective Headteachers and senior stakeholders across the education sector ● A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation ● Highly entrepreneurial and ambitious with charisma and a plethora of new ideas

- A commitment to the promotion of equality of opportunity. (See the Trust's Equalities policy)
- A commitment to work flexibly, occasionally beyond the remit of this job description, and with a sense of excitement and drive.
- This is a crucial role with a far-reaching, energising, and challenging remit. The successful candidate will have an unwavering focus on delivering the best education for every pupil.

External Engagement: In their statement of suitability and during the selection process, candidates will outline their experience of external engagement.

- To bring a detailed understanding of the wider educational policy environment, leveraging this knowledge to the advantage of the group and advising the Trust Senior Leadership colleagues on educational initiatives and developments which can add value to the Trust
- To act as ambassador for the Trust communicating the vision and ethos to prospective schools and the wider community.
- To build strong relationships with the Department for Education and other external stakeholders.

The Recruitment Process

Application process

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies The recruitment process is managed via your online account, and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 9am on **Monday 6th March 2023.** Applications received after this date and time will not be considered. We do not accept CV's.

Shortlisting

Shortlisting will be finalised on **Monday 06th March 2023.** Shortlisted applicants will be invited by telephone to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting if consent has been provided.

Interview Process

The interview date will be confirmed. Candidates will be asked to undertake a practical test related to the knowledge and abilities in the person specification and the interview will consist of a panel interview with stakeholders.

Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.