

Job title:	Special Educational Needs (SEND) Adviser (x3)
Job ref:	HFL1413
Hours:	37 hours per week (part-time hours will be considered)
Salary band:	Band 6 – FTE £50,000 - £55,000 p.a. (pro-rata for part-time hours) based on appropriate skills and experience
Contract:	1 x Permanent 2 x Fixed Term – 3-year contract
Reports to:	Lead SEND Adviser
Team:	Education Services
Location:	Remote working with flexibility required to work across educational settings in Hertfordshire and neighbouring counties if needed, with an opportunity to work up to 2 days per week in our Head Office in Stevenage, Hertfordshire if desired. There will be times (such as team meetings) where you will be expected to be in the office.

Our company

Herts for Learning (HfL) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HfL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

Job context

The team of SEND Advisers support mainstream schools to develop their SEN provision by advising, monitoring and challenging mainstream schools and school leaders across all phases.

The SEND Advisers draw on their knowledge and experience of delivering impactful professional development activities to confidently design and deliver dynamic and inspiring training programmes across a range of digital platforms and face to face. Whilst also collaborating with other HfL Advisers and Hertfordshire County Council (HCC) colleagues on a range of SEND initiatives.

Purpose of the job

- To raise standards and promote the achievement and wellbeing of children and young people with SEND in Hertfordshire's mainstream schools.
- To improve the quality of SEN provision by providing both challenge and support to SENCOs and school leaders in mainstream schools.
- To drive improvements in SEN provision by identifying and disseminating current research and evidence-based best-practice across Hertfordshire's mainstream schools.
- To develop and deliver inspirational in-service training using digital platforms and face to face methods that increase the knowledge, skills and confidence of SENCOs, teachers, and teaching assistants to deliver high-quality classroom teaching and additional or different provision.
- To design tools and resources to support schools to promote an inclusive approach to the education of children and young people with SEND.
- To work closely with Hertfordshire County Council colleagues to develop new strategies to raise the achievement of children and young people with SEND and support the implementation of the local authority's SEND Strategy.

Main areas of responsibility

- To act as a Special Educational Needs (SEND) Adviser to mainstream schools to provide advice, support, and guidance to headteachers, leadership teams, SENCOs, and governors in relation to the quality of education and impact on outcomes for children and young people with SEND.
- To maintain an overview of current national research and guidance and best practice in leadership, management, teaching, learning and curriculum development and disseminate that practice to SENCOs and school leaders.
- To support the implementation of local or national school improvement initiatives and policies.
- To contribute to the planning, design, and delivery of an inspirational SEND digital and face to face training programme.
- To forge trusted relationships with SENCOs and senior leaders and provide high quality customer service to encourage schools to engage in SEND training and consultancy services.
- To work with HCC officers and other HfL colleagues in serving the best interests of children and young people with SEND in Hertfordshire.
- To contribute to planning and evaluation activities across HfL's SEND team and Education Services.
- To maximise trading opportunities and contribute to the achievement of the SEND team traded target through training and consultancy.
- To provide written reports as appropriate.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary, particularly in light of the current Covid-19 situation.

Person specification

Please provide a supporting statement outlining why you are applying and how you meet the criteria below.

Knowledge, Experience & Qualifications:

- A degree and relevant teaching qualification with substantial experience as an outstanding classroom practitioner and SENCO.
- Either a current or more recently experienced Special Educational Needs Coordinator (SENCO) with knowledge of the current code of practice.
- Experience of senior leadership and management in a school and proven skills in implementing change and development in SEND.
- An excellent knowledge of the SEND Code of Practice: 0-25 years, associated legislation and other relevant guidance and support materials.
- Successful experience in leading professional development and supporting teachers and other practitioners to improve outcomes for learners with SEND.
- Experience of observing, monitoring, and evaluating the quality of teaching and learning, including giving feedback to teachers about their impact on children's learning and well-being.
- The ability to analyse, interpret, and use a wide range of information on schools and pupils' learning.

Desirable:

- a higher degree and/or additional qualifications in SEND such as the National Award for SEN Coordination.

Skills and Abilities:

- High quality communication skills, both written and oral
- High quality presentation and training skills
- Strong interpersonal and coaching skills.
- High level of problem-solving and creative thinking skills
- Effective team skills – the post holder will need to work well as part of a team
- An ability to prioritise and organise one's own workload
- An ability to make a significant contribution to the traded income of the team
- ICT skills, insofar as they are necessary to carry out the core tasks of the job.

Personal Qualities:

- A passion for improving the life chances of children and young people with SEND in Hertfordshire schools.
- High professional standards, strong moral purpose, credibility, and integrity.
- Be flexible, highly organised, and resilient to change.

Special requirements:

- You will be self-motivated, flexible, and prepared to travel to schools across Hertfordshire. The ability to reach different locations by car will be essential for this role. If you drive, then a full driving licence and appropriate car insurance will be required

Please take time to consider each point above to evidence how you would demonstrate these skills.

Equal Opportunities

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HfL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Black Lives Matter statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

Disclosure and Barring Service

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Intellectual property rights

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.

APPLICATION PROCESS

For an informal discussion regarding the role, please contact Louise Barrell, Lead SEND Adviser via email on louise.barrell@hertforlearning.co.uk.

To apply, please download and complete the HfL application form along with the supporting statement, explaining how you meet the requirements of the job outline and person specification. We would also love to hear why you are interested in becoming part of the HfL team.

As part of our move towards eradicating unconscious bias within the recruitment process, we ask that you follow the guidance stated in the application forms and submit these in a word format to enable your application to be anonymised.

To help HfL make sure our policies and working practices are inclusive and non-discriminatory we would like you to complete the HfL equal opportunities form. This will not be stored with your application and will only be utilised by HR.

To submit your application or to discuss any recruitment queries please email our Central Recruitment Team on hfl.recruitment@hertsforlearning.co.uk or 01438 544439.

Closing Date: Wednesday 20 April 2022 at midday

Screening Interview: Thursday 5 May 2022 early evening via MS Teams

Face to Face Interviews: Monday 16 May 2022 in Stevenage

Start Date: Thursday 1st September 2022