

Job Profile (Job Ref: 736176)

Job Title: Cluster Co-ordinator (Specialist SEND Teacher)
Job Grade: Teacher pay and conditions: MPR/UPR + SEN1 + TLR2B
Salary Range: £34,502 - £53,482, SEN1 £2,384 TLR2B £5,022

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden's special educational needs services promote inclusive practices in schools and, in line with Camden's strategic priorities, seek to reduce reliance on statutory services through early intervention. We devolve High Needs Block top-up funding to mainstream schools in Camden so that schools can provide the right support when it is needed without needing to request a statutory Education, Health and Care (EHC) needs assessment. We have developed, in collaboration with mainstream schools, an alternative pathway to access the same level of funding as is available through an EHC plan, without relying on the statutory EHC process. We call the overall arrangements our Exceptional Needs Framework, and have introduced a cluster based arrangement (Cluster Inclusion Forums) whereby all schools participate in the decision making about funding as well as sharing good practice to support children and young people with exceptional and complex special educational needs.

About the role

- You will support schools to be inclusive and support them through the Cluster Inclusion Forum meetings to embed a consistent approach to meeting the needs of children and young people with SEND, thus strengthening the mainstream offer, and improving what is ordinarily available for all.
- You will support the Head of Special Education and Inclusive Support Services (SEIIS) to ensure that children and young people have access to high quality support or resources, and these are maintained or improved.
- You will support the Head of SEIIS to ensure that funding is used effectively and equitably to improve life outcomes for children/young people with SEND, and that funding achieves value for money by its use in a collective and sustainable way.
- You will ensure you develop your knowledge and understanding of the context for all mainstream schools across the Borough, and build effective partnership relationships with those schools.

- You will lead on the cluster arrangements through which the Local Authority and schools collaborate to ensure that funding for additional support to meet the needs of children with exceptional special educational needs is equitably distributed on the basis of the needs of children and young people.

Key functions of the role:

- Responsibility for **overseeing all Cluster Inclusion Forum (CIF) meetings** across the borough (5 areas, each meets 6 x per year) and administration of CIF arrangements including pre- and post- meetings including issuing written decisions to schools and parents.
- Ensure **good practice is shared across** the Borough through facilitating peer support and advice so all Camden mainstream schools can improve practice in terms of supporting children with SEND, and advising schools of appropriate interventions.
- Advise and support schools in Camden on the **inclusion and education of individual children** with Special Educational Needs
- Contribute to **assessment, progress measures and interventions** for individual children and young people through collaboration with Camden SENDCos.
- Keep the handbook of processes updated and **ensure that processes are followed**, and that paperwork is of high quality, advising on non-eligible requests.
- **Quality assurance** and robustness of all decisions relating to spend across the borough to ensure consistency and equity across the cluster areas.
- Support **understanding of quality first teaching and inclusive practice** across the borough, making clear what is ordinarily available and minimum expectations of all schools.
- Ensure that the cluster arrangements support the **early identification of need**, particularly in terms of transition for early years to primary and primary to secondary.
- Use analysis of information to **identify training and commissioning gaps** and co-ordinate cluster-wide training identified by each cluster.
- Act on behalf of individual cluster areas or joint clusters to **arrange training and support projects**.
- Ensure that **accurate and detailed records** are kept of meetings and discussions with parents/carers and outside agencies.
- **Monitor spend** to ensure each area supports all children with SEND in mainstream in its area within allocated amounts, taking into account forecasting of spend for following years.
- **Provide summary reports** half termly (6 times per year) for each cluster and for all clusters collectively, reporting to head of SEIIS or their delegate, to ensure accurate information is provided to schools forum and contributes to an annual SEND report.
- Development and **improvement of processes and documentation** including transfer to electronic forms.

- **Support schools to provide reassurance to parents/carers** of children with SEND in mainstream in terms of the quality and robustness of the local offer and what is ordinarily available in Camden.
- Update the relevant aspects of Camden's **local offer website** and develop information to support understanding of the local offer for both children and young people with SEND as well as their parents/carers.
- Annual collection of **satisfaction surveys** from schools, children and YP with SEND and their parents of carers who are in receipt of HNB top up.
- Respond to or liaise with relevant persons where a **complaint** is made in relation to the provision agreed and funded by High Needs block Top up funding if required.

About you

- Qualified teacher status, DFE teacher reference number, and a minimum of 5 years recent teaching experience with a least 2 in a leadership role for inclusion (for example SENDCo, Inclusion lead).
- An academic qualification related to special educational needs. This may be related to a SENDCO qualification (or can demonstrate equivalent experience to be eligible to undertake training leading to a qualification) or Specialist SEND post graduate qualification.
- A detailed understanding of Children and Families Act 2014 , the Equalities Act 2010, the SEND Code of practice 2015, and other associated legislation
- A detailed understanding of inclusive practice and provision, and knowledge of a range of evidenced-based interventions for children with SEND at a whole class, group and individual level.
- Ability to make sense of a range of assessment information to be able to provide advice and guidance to school SENDCos about programmes of support.
- Evidence of a commitment to inclusive practice and equality of opportunity for children and young people with SEN and disabilities.
- Ability to work strategically, deploying research and statistical analysis skills.
- Strong interpersonal skills and the ability to establish and maintain constructive and open working relationships, in order to work effectively with school SENDCos and Headteachers, Governors, education, health and social care colleagues, to promote consistent evidence-based approaches across Camden mainstream settings.
- Resilient and able to manage differing views and professional conflict.
- An understanding of safeguarding procedures and an ability to use this knowledge in practise.
- Excellent training and presentation skills and confidence to communicate effectively and with confidence.
- Ability to utilise ICT equipment and manage electronic recording, filing and storage systems.
- Ability to plan, organise and prioritise own workload and organise time effectively.
- Able to identify areas for improvement or added value at a borough-wide level, through reflective practice and/or analysis and evaluation

Work Environment:

- Flexible use of an office base at 5 Pancras Square, with frequent travelling between Camden education settings (cluster meetings are face to face).
- Remote working from home is available when appropriate to the task, with IT connectivity.
- The postholder reports to the Head of Service or their delegate.
- The post holder may be required to work outside of normal hours, on occasion, with due notice

People Management Responsibilities:

No direct reports.

Relationships:

You will collaborate with a wide range of professionals in order to meet the objectives of the role. These include: school SENDCOs, Headteachers and Governors; Local Authority leaders for Special Educational Needs and Disabilities (SEND); external consultants and providers of continuing professional development (CPD); health and social care professionals.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

No.

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,