

SWALSS: Job Description

JOB TITLE: Executive Officer, SWALSS

RESPONSIBLE TO: SWALSS Executive Committee

HOURS: 40 weeks per year (100 days total). Role can be split

PAY: £275 per day inclusive of all expenses

Location: Home based

*** Note we have written the role so that it can easily be divided into 2 should candidates want reduced hours or only part of the roles. Candidates should specify when applying whether they wish to apply for the full role or just part of it and if so which area they would be interested in.**

JOB SUMMARY

With the Executive Committee, to strategically lead the organisation in order to enhance SEN provision in the South West

Main Responsibilities and Duties

General Responsibilities:

- To support the Executive Committee in developing strategic vision and ensure that strategic vision is met
- To support the Executive Committee in monitoring and reviewing the work of the group and plan appropriately for future developments
- To continue to develop SWALSS as a South West leader and centre of excellence for SEN support
- To continually increase SWALSS membership and sphere of influence
- To oversee effective financial management, collaborating closely with the Chair and Treasurer
- To manage and direct the work of finance and admin support
- To ensure representation of SWALSS at relevant meetings and conferences
- To attend all committee meetings and produce appropriate reports when required

Specific Responsibilities:

Working with External Partners (Role 1)

- To develop a strategic partnership with the South West Teaching School Alliance in order to ensure that expertise is fully utilised to meet the needs of Special Schools in the South West
- To develop and coordinate links with Ofsted, the DfE, SSV and SEND Forum. Through links to both communicate the needs of our membership group and support in the development of policy and practice both locally and nationally
- To continually seek to develop partnerships with other influential partners
- To develop appropriate marketing and PR strategies in order to increase public awareness of the organisation and sphere of influence
- To develop a potential SWALSS Consultancy service, using expertise within the organisation to support the needs of Special Schools within the South West

Conferences and Training (Role 2)

- To strategically plan for and deliver an extensive SWALSS Continual Professional Development programme which builds on the existing success of our suite of conferences and training (notably the Headteacher, Deputy Headteacher and Bursar conference and the Leadership course)

- To ensure a programme of high quality speakers who are up to date in their thinking, are engaging and communicate effectively and able to respond to the rapidly changing needs of the SEN work place
- To effectively monitor and quality assure CPD offered and change programmes quickly and appropriately in response to client feedback
- To ensure cost effectiveness of CPD offered and continued viability of services
- To liaise appropriately with those responsible for marketing and PR to ensure programmes offered both meet need and reach target audiences
- To work with the finance and business manager to ensure the suitability of venues used