



SEND & Inclusion Lead (Alternative Provision)

Forest 1st Tutoring Ltd

Reports to: Director (Nicola Collings)

Works closely with: Quality of Education Lead & Alternative Provision Coordinator

Location: Home / Forest 1st Tutoring / multiple settings as required

Contract Type: Part-time

Role Overview

The SEND & Inclusion Lead is accountable for the quality, impact, and statutory compliance of SEND provision across Alternative Provision, ensuring all young people receive personalised, inclusive, and outcomes-driven support.

Working closely with the Quality of Education Lead and Alternative Provision Coordinator, the post holder will play a key role in ensuring that all provision is both highly effective and deeply inclusive, supporting positive outcomes for every young person.

Key Responsibilities

SEND & Inclusion

- Lead on ensuring all provision is inclusive and responsive to individual pupil needs.
- Responsible for ensuring compliance with statutory SEND duties and for the quality and impact of SEND provision across Alternative Provision.
- Oversee the implementation of effective SEND strategies across all Alternative Provision.
- Monitor and evaluate progress against EHCP outcomes, statutory requirements and wider developmental targets.
- Advocate for young people, ensuring their needs, voices, and wellbeing are central to all decisions.

EHCP & Pupil Support

- Oversee and support the referral and assessment process, ensuring provision is well-matched to each learner.
- Produce Weekly EHCP monitoring forms for staff.
- Attend local authority EHCP review meetings where needed and contribute to professional discussions in line with local authority expectations and timelines.
- Monitor progress against EHCP outcomes and wider developmental targets.
- Support successful reintegration into mainstream education or transition to post-16 pathways where appropriate.

Supporting Staff

- Provide guidance and practical strategies to tutors working with pupils with SEND and SEMH needs.
- Support staff in adapting teaching approaches to meet a range of needs.
- Work collaboratively with the Quality of Education Lead to ensure teaching is both high-quality and inclusive.
- Contribute to staff training and CPD around SEND, inclusion, and effective practice and organise other professionals to lead CPD where appropriate.

Partnership Working

- Liaise with schools, local authorities, families, and external professionals.
- Build strong, trusting relationships to support collaborative working.
- Act as a key point of contact for SEND-related queries and provision planning.

Quality & Compliance

- Ensure all provision meets statutory SEND requirements and safeguarding expectations.
- Support the maintenance of accurate records, reports, and documentation.
- Contribute to quality assurance processes, ensuring provision is safe, effective, and well-evidenced.
- Contribute to inspection readiness, including evidence of impact and quality of provision.

Strategic Contribution

- Lead on identifying gaps in SEND provision and implementing strategic improvements.
- Support the development of new approaches, interventions and provision models.

Working Pattern

- Part-time role (hours to be agreed).
- Flexible working, including opportunities for remote working.
- Occasional travel to schools and external settings required.

Salary and Benefits

- Competitive salary (aligned with experience and FFT pay structure).
- Opportunities for progression as the role develops.
- NEST pension scheme.
- Pro rata annual leave entitlement (including bank holidays).
- Time off in lieu (TOIL) where appropriate.

Person Specification

Essential

- Qualified Teacher Status (QTS) or equivalent.
- Strong experience working with children and young people with SEND/SEMH and complex needs, including EHCPs.
- Excellent understanding of inclusive practice, SEND strategies and current legislation.
- Strong knowledge of safeguarding and child protection procedures.
- Ability to build positive relationships with pupils, families, schools, and professionals.
- Excellent communication, organisation, and problem-solving skills.
- Commitment to inclusion, equality, and improving outcomes for all learners.

Desirable

- SENCO qualification (or working towards).
- Experience as a SENCO in a school setting.
- Experience working with local authorities (e.g. Hampshire County Council).
- Experience supporting reintegration or post-16 transitions.
- Additional SEND or leadership qualifications.

What Would Success Look Like?

Success in this role will be seen in consistently high-quality, inclusive provision that improves outcomes for learners with SEND. Provision will align closely with EHCP outcomes, with clear evidence of academic, social, and emotional progress.

Staff will feel confident in meeting diverse needs, with inclusive practice embedded across all provision. Systems for monitoring and review will be robust and compliant with the SEND Code of Practice, clearly demonstrating impact. This will lead to improved engagement, reduced barriers to learning, and successful reintegration or transition to appropriate post-16 pathways.

Additional Information

- The role will involve travel to different provision settings where required.
- Applicants must have the legal right to work in the UK.
- This role does involve working some of the school holidays, but we warmly encourage annual leave to be taken during this time. We could potentially discuss term-time only hours and equivalent pay for the right candidate.
- Appointment is subject to safeguarding checks, including an enhanced DBS.
- Forest 1st Tutoring is a growing, supportive community committed to high-quality, child-centred provision.