

JOB DESCRIPTION

Job Title:	EOTAS INCLUSION LEAD	Job Ref:	FCEIL2025
Location:	Virtual, Travel across the borough and Alternative Provisions	Reports to:	Head of Foundry College
Grade:	(Local Authority pay scale)	Salary:	Depending on Experience
Employment Status:	One Year Fixed	Hours of Work:	Part Time, 3 Days a week
College Vision: Foundry College is committed to: - • Excellence that inspires learning, achievement and enjoyment for all. • Supporting all learners to thrive in a challenging and safe environment. • Promoting respect, nurturing the positive and developing skills for life.			
Job Purpose: To strategically lead, develop, and manage the inclusion and quality assurance of Education Other Than At School (EOTAS) packages for children and young people with Education, Health and Care Plans (EHCPs) in Wokingham Borough, for whom a school setting has been deemed inappropriate. The post holder will be a champion for inclusive practice, ensuring all EOTAS pupils receive a suitable, high-quality, and aspirational education that meets their individual needs and promotes their well-being, progress, and successful future transition			

Key Responsibilities

Strategic Leadership and Management

- Lead the strategic development and review of EOTAS provision and associated policies, ensuring alignment with the Wokingham SEND & Inclusion Strategy and statutory requirements, including the Children & Families Act 2024 & SEND Code of Practice.
- Work collaboratively with the Head of Foundry College and Wokingham Borough SEND Team to contribute to the council's overall inclusion and sufficiency strategy.
- Manage and monitor the budget allocated for EOTAS packages, ensuring cost-effective and high-quality provision.
- Prepare and present reports on EOTAS provision, pupil progress, and quality assurance to the Senior Leadership Team and SEND Panel.

Quality Assurance and Provision

- Follow and implement the local authority's robust quality assurance framework and monitoring toolkit for all commissioned EOTAS packages, including alternative provision.
- Conduct regular monitoring and reviews of individual EOTAS provision to ensure it is delivering the provision specified in Section F of the EHCP and is meeting the child/young person's needs, including their social, emotional, and mental health (SEMH) needs.
- Ensure that all EOTAS provision is suitable, efficient, and, where appropriate, full-time, and provides clear pathways for progress.
- Oversee the EOTAS annual review process, ensuring statutory deadlines are met and that the provision remains appropriate.

Casework and Partnership Working

- Act as a key liaison for families, young people, and a range of external agencies (e.g., medical professionals, therapists, tuition providers, alternative provisions) involved in EOTAS arrangements.
- Work alongside Wokingham Borough SEND Team to ensure timely annual reviews in line with statutory timescales.
- Challenge and support providers to ensure a high standard of education and inclusion.
- Facilitate multi-agency meetings, ensuring a coordinated and holistic approach to meeting the young person's needs and planning for future transitions.
- Maintain accurate and confidential records of EOTAS cases, progress, and review documentation.

Inclusion and Transition

- Champion a person-centred, inclusive approach, ensuring the voice of the child/young person and their family is central to the planning and delivery of EOTAS.
- Work proactively to facilitate the successful transition and, where appropriate, reintegration of young people back into a school setting or other appropriate provision (e.g., college, employment, training).
- Provide expert advice and guidance to parents, carers, and colleagues on EOTAS policy, best practice in inclusive teaching/support, and pathways available.

Safeguarding

- Act as a key safeguarding link for EOTAS pupils, ensuring all providers meet Wokingham's safeguarding requirements and that all statutory procedures are rigorously followed.
- Be fully aware of, and adhere to, all Child Protection and Safeguarding procedures, escalating concerns appropriately.

Person Specification (Essential Criteria)

Qualifications & Experience:

- A recognised teaching qualification (QTS) or professional qualification in a relevant field (e.g., Social Work, Educational Psychology, or extensive SEND/EOTAS experience).
- Significant experience in leading and managing SEND/Inclusion provision, preferably across different educational phases or in a Local Authority context.
- Thorough understanding of the SEND Code of Practice (2015), the Children and Families Act 2014, and specifically the statutory framework for EOTAS and Alternative Provision.
- Demonstrable experience of multi-agency working and collaborative case management for children with complex needs.

Knowledge and Skills:

- Excellent leadership, communication, and interpersonal skills, with the ability to build effective relationships with a diverse range of stakeholders.
- Strong analytical and data interpretation skills to monitor and evaluate the effectiveness of provision and pupil progress.
- Ability to manage complex casework, prioritise workloads, and meet statutory deadlines.
- A solution-focused approach, with the ability to negotiate and resolve challenging issues.

Personal Attributes:

- Unwavering commitment to inclusive practice and promoting the best outcomes for vulnerable young people.
- High level of resilience, integrity, and professional conduct.
- A valid UK driving licence and access to a vehicle is desirable due to travel requirements.

Additional Information

- Foundry College is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought
- CVs will not be accepted

Transport

You must be able to meet the travel requirements of the post

*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

	E or D
Qualifications	
Qualified Teacher Status (QTS) or Equivalent	E
NPQ in Leadership or Equivalent	D
Leadership and Management Credentials	
Senior Leadership Experience	E
Attachment Awareness Training	E
Detailed Knowledge of Statutory Duty	E
SEND Code of Practice	E
Safeguarding and Child Protection	E
Inspection Frameworks	E
Skills / Abilities	
Commissioning and Quality Assurance (QA)	D
Curriculum Adaptation	E
Budget and Resource Management	D
Data and Outcomes Monitoring	D
Multi-Agency Leadership	D
Vulnerability and Trauma-Informed Practice	D
Re-Integration and Transition	D
Conflict Resolution	D

Personal Qualities	
Ability and willingness to work with a wide range of people and build positive and appropriate relationships with young people	E
The ability to motivate young people who may have previous negative educational experiences and act with integrity	E
High standards and expectation	E
The ability to remain calm in stressful situations	E
Smart professional appearance	E
Positive personality and outlook	E
Excellent interpersonal skills	E
A sense of humour	E
Must be a good role model for students	E
Must be adaptable and willing to accept guidance and support	E
Special Factors	
The potholder will need to hold a driving licence and have access to a vehicle to be able to travel and work from other Foundry College locations as and when required	E