The Holy Spirit Catholic Multi Academy

SEND Director

TERMS OF REFERENCE

'With grace and humility, glorify the Lord by your life.'

The terms of reference were approved and adopted by The Holy Spirit MAC

Policy Ratified on:	**25th September 2025**
Signed by Director of the Academy Trust Company	
Signed by the Accounting Officer	
Next Review:	**July 2026**

Introduction

The Board of Directors of the academy company is responsible for strategy. They set the vision, ethos and strategic direction. They determine the policy and procedures of the academies. They hold the Principals to account for the educational performance of the academies they lead. They monitor the use of the academies' budgets. They monitor, evaluate and review the strategic framework that underpins the running of the academies.

The Board provides for the strategic running of the academies by establishing core committees, devolving responsibilities and delegating tasks to those committees to undertake the key strategic functions required for running all the academies in a collaborative manner. The core committees focus on decision making in relation to strategy, policy and procedures to be implemented across all the academies.

Overall purpose

The main functions of this role is to:

- The Board of Directors of the Holy Spirit Multi Academy Company (MAC) appoints a Director to hold specific responsibility for oversight of Special Educational Needs and Disabilities (SEND). This role provides assurance to the Board that the MAC is meeting its statutory, educational, and pastoral obligations, ensuring that all children, created in the image and likeness of God, are given the opportunity to flourish.

Membership

- One Director appointed by the Board with responsibility for SEND.
- The Director will work alongside the Standards Committee, Chairs of Local Academy Committees (LACs), Principals, and SENCOs to provide effective challenge and support.
- The Associate Members of the committee are:
    - **Principal or Vice Principal**
    - **Education Standards Committee representative**

Quorum

Not applicable (individual role with reporting responsibility to the Board).

Responsibilities

The SEND Oversight Director will:

4.1 Strategic Oversight

- Ensure the MAC has a clear, inclusive strategy for SEND, in line with the Equality Act 2010, the SEND Code of Practice, and the Catholic mission of the Trust.
- Monitor the implementation and effectiveness of the Trust's SEND Policy and related policies.

4.2 Monitoring & Evaluation

- Receive regular reports from the Central Team and academies regarding outcomes, progress, attendance, exclusions, and pupil voice for children with SEND.
- Provide appropriate challenge where outcomes for children with SEND are not in line with expectations.

4.3 Compliance

- Assure the Board that the MAC is compliant with all statutory obligations relating to SEND.
- Ensure the SEND Information Report for each academy and the MAC-wide policy are compliant and published annually.

4.4 Resources & Staffing

- Monitor that sufficient resources, staffing, and professional development are allocated to support effective SEND provision across the MAC.
- Seek assurance that SEND funding is deployed effectively and provides value for money.

4.5 Stakeholder Engagement

- Champion the voice of children with SEND and their families, ensuring effective communication and inclusion in decision-making.
- Support the MAC's commitment to working in partnership with parents, carers, and external agencies.

4.6 Risk & Assurance

- Ensure SEND is appropriately reflected in the MAC's risk register.
- Highlight to the Board any areas of concern or non-compliance that may present a risk to pupils, the MAC, or its reputation.

Election of SEND Director Role:

- As elected by voting members of the Board committee at the first meeting of the year:

Reporting

- The SEND Oversight Director will report formally to the Board at least **twice per academic year**.
- Feedback will also be provided to the Standards Committee, ensuring SEND is integral to discussions on pupil progress and quality of education.

Date of review

- Annually: **July**

Meetings

- Meetings will be conducted in accordance with the Board of Directors' Code of Practice.