

## JOB DESCRIPTION



<b>Job Title</b>	<b>Service Lead: SEN and Inclusion</b>		
<b>Salary</b>	BG-C £51,336+£609 to £56,170+ £609		
<b>Directorate:</b>	People	<b>Section/Location:</b>	Time Square
<b>Grade/Salary Range:</b>	BG-C	<b>Work style:</b>	Home flex

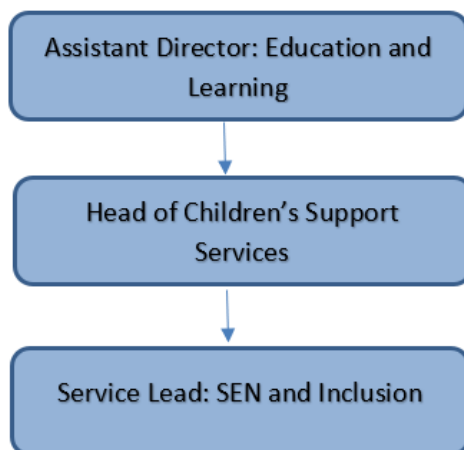
### Key Objectives of the role

To contribute towards taking forward the vision, transformation and strategic direction of the Council's Learning Improvement and SEND Strategies for children and young people 0-25 with Special Educational Needs and Disability (SEND), and those with other additional learning needs, establishing a clear focus on outcomes, to carry out the Local Authority's statutory duties in relation to the issuing and maintenance of Educational, Health and Care Plans, ensuring:

- Compliance in following the processes and procedures as set out in accordance with the Children and Families Act 2014 and the Code of Practice on Special Educational Needs (SEND Code) 2015.
- Positive outcomes for children/young people undergoing the statutory Education, Health and Care assessment process, or for those who already have Education, Health and Care Plans.
- Children and young people and their families can lead the inclusive and fulfilling lives they wish to.

This is to include undertaking operational duties within the statutory assessment and review process.

### Designation of post and position within departmental structure



### Daily and monthly responsibilities

- To be the designated service lead for the SEND Team providing leadership in this area and reporting on key issues to the Head of Children's Support Services.
- To discharge the responsibilities of the local authority that are required under SEND code of practice and relevant legislation

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3. To initiate, develop and provide strategic policy guidance related to SEND and inclusion on behalf of the Local authority, ensuring effective coproduction work with pre-school providers, schools academies, post-16 providers, children and families as appropriate.
  4. Contribute to the monitoring and review of the quality of provision in specialist settings, including resource bases to ensure provision is of a high quality and leads to the highest possible outcomes for children and young people.
  5. To initiate, develop and provide strategic policy guidance related to special educational needs on behalf of the Local Authority, ensuring effective consultative work with schools, children and families as appropriate.
  6. The service area fulfils its statutory responsibilities within the relevant legislation and meets the required performance standards through quality assuring and maintaining robust processes to ensure compliance in accordance with the Children and Families Act 2014 and the Special Educational Needs Code of Practice 0-25 years.
  7. To support the work with senior leaders, including governors, at special schools, resource bases and mainstream schools to create effectiveness pathways for all children to provide effective outreach services to ensure an inclusive education for all.
  8. Oversee work with partner agencies to ensure accessibility of services relevant to children with SEND and their parents.
  9. Work with the Head of Service to review this area and develop a model where services are delivered in an integrated and efficient way in partnership with primary and secondary schools, the PRU and Special School.
  10. Maintain a SEND & Inclusion data and information dashboard to monitor and evaluate the effectiveness of the service and set aspirational improvement targets; provide regular information to the Head of Children's Support Services to evidence the effectiveness of the service.

Lead on establishing rigorous monitoring processes within the SEND Team including implementing a SEND Service Action Plan which meets local needs, fulfils statutory & service specifications requirements and delivery results

1. Lead on setting priorities for SEN Team and establish mechanisms to continually review and evaluate the effectiveness of the Team with all stakeholders and take action to drive improvement as necessary.
  2. Chair a range of senior level Panels including the EHC Panel, Intervention Hubs and act as the main decision maker about pupil placement including those in need of Alternative Provision.
  3. Ensure that the SEND Team:
    - Works collaboratively with a range of professionals including educational psychologists, social workers, health service staff including paediatricians and therapists, college staff and training providers.
    - Provides timely feedback regarding the progress of individual cases, to young people, parents, carers, early years, schools, post-16 and other settings, as well as to other professionals. Responds to a wide range of daily enquiries at the same time as progressing on-going casework.
    - Ensures as far as possible the most appropriate provision closest to home is available to meet the special educational needs of their children.
    - Prepares good quality written summary briefs relating to children and young people for all advisory panels, including the moderating panel, as required, setting out key issues, options for consideration and financial implications, ensuring that information submitted is accurate, complete and attends such panels to present cases as appropriate.
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4. Lead the Parent/Carer forum and ensure the Local Offer is compliant and up to date.
  5. Represent the local authority to agencies such as schools, early years settings, post-16 providers voluntary organisations, CCG, other local authorities non-maintained and independent special schools.
  6. To take a lead role in responding to parental complaints, questions raised by Council members, MPs, and Freedom of Information requests from the public.
  7. To establish and review robust early intervention and safeguarding practice with respect to services managed and the commissioning of places for children and young people with Special Educational Needs.
  8. Prepare written reports for the Executive Member on performance of relevant service areas

#### **Scope of role**

The post is responsible for ensuring safe and efficient management of staff and monitoring of budgets.

The post holder may be required to work outside normal office hours.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

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***Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.***

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree or equivalent level and evidence of continual professional development at post graduate level.</li> <li>• A thorough knowledge and understanding of legislation relating to SEN, inclusion and Children's Services, coupled with significant experience as a senior manager within with SEN and inclusion field.</li> <li>• Understanding of effective inclusive practice in schools and colleges.</li> <li>• Knowledge and understanding of key partnerships and processes that meet the needs of vulnerable children and young people.</li> <li>• Understand the funding mechanisms for high needs block services.</li> </ul>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Demonstrable evidence of commitment to roles undertaken and ownership of the outcomes achieved.</li> <li>• Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.</li> <li>• Ability to challenge and negotiate with schools over their requirements.</li> <li>• Excellent communication skills able to meet the requirements and demands of different stakeholders – written, presentational, negotiation and conversational skills.</li> <li>• Strong leadership skills, including the ability to both lead and support, while maintaining high levels of accountability throughout the organisation.</li> <li>• The ability to operate effectively in a team environment ensuring the team operates in a professional manner with issues dealt with promptly.</li> <li>• Self-motivator who is able to demonstrate high levels of self-discipline, initiative and who is able to manage to strict and demanding deadlines.</li> <li>• High standards of professional integrity, whilst being resilient, determined and confident.</li> <li>• Ambitious, driven and energetic.</li> <li>• Visible, approachable and accessible.</li> <li>• Substantial experience as a senior leader in an education context including responsibilities for Special Educational Needs.</li> <li>• Evidence of successful budgetary management and control in relation to high cost services.</li> <li>• Demonstrable evidence of leading cross functional teams in high pressure and 'exposed' environments.</li> <li>• Experience of working with partner agencies in the delivery of strategic objectives (e.g. CCG, social care, FE colleges, academies)</li> <li>• Experience of working at a senior level with elected Members, Directors and senior Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher experience particularly within SEND or alternative provision.</li> </ul>

	of the Council and those in senior governance roles.	
	<ul style="list-style-type: none"> <li>• Experience promoting, leading and delivering strategies to secure value for money, continuous service improvement and the development of quality customer focused services.</li> </ul>	
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills including verbal, written and negotiation skills.</li> <li>• Experience of working within school settings.</li> <li>• Experience of assessing situations and recording to appropriate professional standards.</li> <li>• Experience of working within a team setting and in partnership with other agencies / professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of drawing up and being involved in the implementation of plans for CLA</li> <li>• Experience of supporting young people with post 16 and 18 destinations.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Valid UK driving license</li> <li>• A satisfactory enhanced DBS disclosure on appointment to post</li> </ul>	

KEY CRITERIA	REQUIRED	PREFERRED
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**Role models and demonstrates the Council's values and behaviours**



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.