

JOB DESCRIPTION



Job Title Head of Children's Support Services

Salary £68,419 - £71,956 per annum plus £833 fringe area allowance

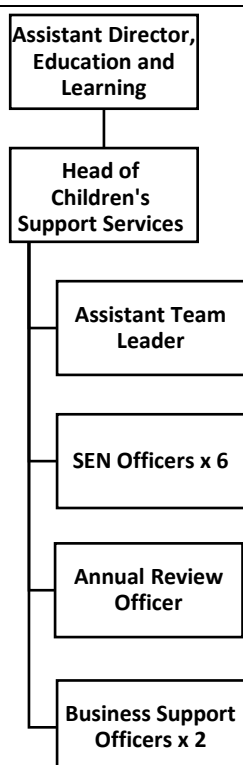
Directorate:	People	Section/Location:	Education and Learning
Grade/Salary Range	Soulbury, point 27 - 30	Work style:	Free

Key Objectives of the role

To provide strategic leadership for improving the quality of provision of school support services to ensure that statutory functions are discharged effectively in order to achieve Bracknell Forest's strategic vision for all children and young people.

Designation of post and position within departmental structure

The post will be directly accountable to the Assistant Director: Education and Learning. It is a third-tier post located within the People Directorate.



Daily and monthly responsibilities

To manage and lead:

- SEND (Special Educational Needs and Disabilities)
- Child Development Centre
- PRU (Pupil Referral Unit)
- Exclusions
- Education Psychology
- Learning Support
- Behaviour Support
- Virtual School

Scope of role

1. Provide advice and support regarding the inclusion of children with special educational needs and disabilities (SEND) in all educational settings within the LA.
 2. Work in partnership and liaise effectively with other services (education, health, and social care) to ensure there is coherent and appropriate support available for all Children and Young People with SEND
 3. Responsibly for the 15 million High Needs Block funding – ensuring the spend is monitored and evaluated for those pupils with SEND.
 4. Monitor and manage the SEN budgets to ensure the effective use of resources, value for money and compliance with the Local Authority (LA) financial management requirements.
 5. To be accountable for improving life chances for vulnerable learners across Bracknell Forest schools including Post 16 providers.
 6. Manage and lead the SEND, Child Development Centre, Educational Psychologists, Behaviour Support including management of the Pupil Referral Unit, Learning Support team and other agreed service areas in relation to improving standards across Bracknell Forest for vulnerable learners
 7. Work in partnership and liaise effectively with other services (education, health, and social care) to ensure there is coherent and appropriate support available for all Children and Young People with SEND.
 8. Monitor and manage the SEN budgets to ensure the effective use of resources, value for money and compliance with the LA financial management requirements.
 9. Work with schools including early year settings through to Post 16.
 10. On call to all schools, resource provisions and the special school.
 11. Develop good working relationships with external partners in the best interest of supporting vulnerable learners.
 12. Lead on delivering, monitoring, and evaluating the SEN Strategy.
 13. Lead on the SEND local area Ofsted inspection.
 14. Lead on alternative provision for vulnerable learners ensuring the fair access protocol is followed.
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15. Hold Headteachers and Governors accountable for the provision of SEND and vulnerable learners.
 16. Ensure the statutory duties of the Virtual Headteacher are fulfilled and children looked after receive a high-quality education.
 17. Establish an effective support team to ensure outcomes for children and young people are in the top quartile of schools nationally.
 18. Work in partnership with the Head of Standards to ensure decisive action relating to schools that cause performance and standards concerns is taken so that leadership and/or governance barriers to improvement are overcome swiftly.
 19. Work in partnership with the Head of Standards to be accountable for the LA performance related to education of Children and Young People with Special Educational Needs, narrowing the gap in outcomes between vulnerable children, young people and their peers by improving access, aspiration and achievement.
 20. Coordinate and chair meetings and panels as required
 21. Provide leadership to school leaders and governors on curriculum, assessment arrangements and teaching and learning for vulnerable pupils.
 22. Analyse and interpret school performance data to inform organisational priorities and hold schools to account.
 23. Develop and implement the structures and policies necessary to support effective service delivery.
 24. To provide advice to Head Teachers, Governors, Council colleagues and elected members as appropriate.
 25. Prepare written reports for the executive member on performance of vulnerable learners.
 26. To provide leadership and management to staff within the corporate structures.
 27. To effectively monitor income and expenditure for relevant budgets and producing forecast variances for reporting through the monthly budget monitoring process.
 28. To comply with the Financial Procedure Rules in managing the council's finances, working in an open and consistent manner.
 29. To undertake duties as directed by the Assistant Director and Executive Director of People.

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

Commitment to the Council's Equal Opportunities policy at all times

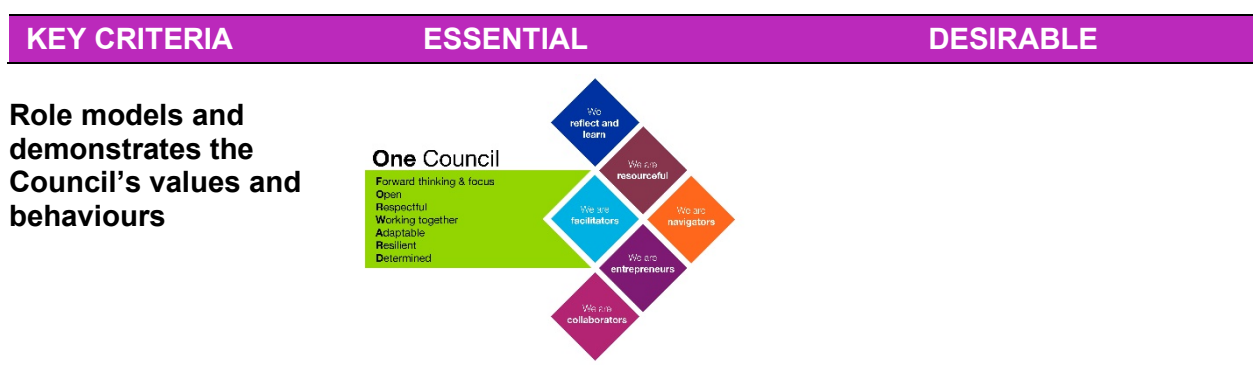
Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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
Skills and qualifications	<ul style="list-style-type: none"> • Qualified Teacher status • Level 5 Diploma or equivalent, higher degree, and specialist/advanced level professional qualifications. 	<ul style="list-style-type: none"> • Ofsted trained and accredited
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Demonstrate successful senior leadership in educational settings. • Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes for pupils. • Demonstrate success as an educational leader. • Good understanding of the SEN Code of Practice 2014. • Ability to operate successfully working with school leaders and governors and with a range of service providers. • Evidence of high-level oral, written and presentation skills to enable the post holder to communicate effectively with a range of staff, managers, and other stakeholders at all levels. • Ability to contribute to the professional development of the workforce through the use of coaching, mentoring, supervision, and delegation. • Knowledge of legislation which will enable the post-holder to provide accurate advice and challenge. • Knowledge and understanding of the primary phase and current National and Local agendas relating to EYFS- KS5. • Proven ability to analyse data and present in a meaningful way to inform decision making. • Advanced problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them. • Process orientated and organised – capable of devising, 	<ul style="list-style-type: none"> • Headteacher experience particularly within SEND or alternative provision.

	<p>developing, and maintaining systems and process to ensure effective and consistent delivery and reporting.</p> <ul style="list-style-type: none"> • Highly developed and effective communication and interpersonal skills. Works collaboratively with others to deliver the best outcomes. • Effective change management skills and evidence of leading sustained improvements. • Influencing skills, and ability to achieve own and partnership objectives through joint working. • Presentation skills (qualitative and quantitative data) adapted for different audiences. • Builds understanding and commitment to transformational change.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Make the right, transparent decisions and stand by them. • Coach for growth and improvement. • Hold people to account and celebrate their achievements
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>Role model the Bracknell Forest Values and Behaviours.</p>



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.