

HEAD OF SEND

FAMILIES AND COMMUNITIES

So what gives
our organisation
its personality?

We do...



<i>Families and Communities Children and Families</i>		
Post Title	Grade	Role Type
Head of SEND	15	

Our Vision – A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes – Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values – Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and citizens
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.
- We will work to ensure that Staffordshire education and skills system is the passport to opportunity for our children and young people
- We will work to ensure that Staffordshire Looked after children and are cared for in their family or extended family network
- We will recognise that Statutory interventions are a last resort
- We will work towards ensuring that Staffordshire children where possible are cared for within Staffordshire
- We will recognise and build upon the strengths of Staffordshire children and families

About the Service

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system.

Reporting Relationships

Responsible to: Assistant Director - Education, Strategy and Improvement

Responsible for: Lead Education Psychology and Specialist Support Services (HI, VI, Autism Outreach); Principal Officer SEND & Inclusion District Model, Principal Officer SEND – EHCNAs, Principal Officer SEND – EHCP Monitoring & Reviews, Principal Officer SEND - Conflict Resolution & Tribunals

About the Role

This role provides the strategic leadership, planning, delivery and improvement of services for children and young people 0-25 with Special Education Needs across the County. The role leads and manages a range of services including, Education Psychology, Hearing Impairment, Visual Impairment, Autism Outreach, ASSIST, Tribunals as well as the functional and strategic leadership for SEND Assessment and Planning linking with District Leadership and Quality Assurance.

The role is critical in promoting positive and professional relationships between schools, the Education Support Services, school and health partners and other agencies.

The role requires the creative management of all the resources in sphere of responsibility to ensure that these are deployed effectively to maximise their contribution towards improving outcomes for Staffordshire's children, young people and their families.

Key Accountabilities:

1. As part of the leadership of the Children's System work collaboratively to ensure that we deliver our vision, aspiration and outcomes. Working to create a culture of innovation, an environment of trust and a system where we challenge and support each other to drive improvement and encourage learning.
2. To lead and ensure the delivery of the Council's vision, aims ,objectives and statutory education duties in relation to education provision for children and young people, identified as having Special Education Needs (SEND) and to work in partnership and collaborate internally and externally to improve outcomes for these children, young people and their families.
3. To lead, manage and ensure oversight of work pertaining to children with special education needs ensuring that they make good academic progress and to build relationships with partners to promote locality based and inclusive education.
4. To lead and motivate operational managers, functional leads and their staff teams in ensuring high quality response and support across the system, for those children and their families requiring Specialist Support for SEND.
5. The leadership and delivery of effective, creative and flexible education provision through a range of directly provided functions which support children with Special Education Needs, directly or indirectly, including:
 - Children in our Care

- Care Leavers
 - Children and young people who have SEND aged 0-25
 - Children and young people who are:
 - Educated out of area
 - Educated at home
 - In receipt of additional support through the “graduated response”
 - Subject to an Education, Health and Care Plan (EHCP)
 - in alternative provision
 - in hospital
 - in youth custody
5. The effective strategic leadership of the Local Authorities strategy for SEND; developing and delivering an annual delivery plan aligned to the corporate priorities and managing the delegated budgets and resources to secure appropriate provision to improve outcomes for children, young people and their families.
 6. Building relationships and partnerships with school leaders and governing bodies and acting as a key point of contact for school and other educational agencies to enhance the quality, effectiveness and responsiveness of education services across SEND Inclusion.
 7. To provide the leadership for SEND Inclusion provision ensuring that it is informed by appropriate specialist advice, recommending improvements, change, and sharing best practice through reports and presentations to Families & Communities Senior Leadership Team, Elected Members and partners as appropriate.
 8. To support the District Lead in ensuring high quality response and support for these with SEND, for example supporting children and their families requiring Education, Health and Care Needs Assessments and Plans.
 9. Leading an outcome-based model of performance for the service area which is informed by best practice, lessons learned, and the use of appropriate data which then feeds the strategic needs analysis, appropriate commissioning and the service design and delivery.
 10. To work alongside the Head of Performance Quality Assurance and Engagement lead to ensure robust Quality Assurance for children with SEND including the development and leading of multi-agency Quality Assurance panels.
 11. Advocating for the provision of high-quality inclusive education and support across all schools and settings in Staffordshire. Promoting a culture of high support, high challenge to drive expectations and aspiration. This includes being; an advocate for children in care with Special Education needs by providing advice to the Corporate Parenting Board and Virtual School Governing Body.
 12. To proactively maintain up to date knowledge of relevant performance data to ensure an understanding of current issues, legislation, policy and practice to provide professional advice to the Council as appropriate to ensure statutory compliance and readiness for all relevant Inspections relating to education and liaison with outside bodies including the DfE, Ofsted and the Regional Schools Commissioner as appropriate

13. Engaging and co-producing with key partners, locally and regionally the development, planning and delivery of effective SEND partnership arrangements within schools and other local settings to ensure co-ordinated sustainable provision and effective working relationships.
14. Undertake any other reasonable duties commensurate with the grade and nature of the post including Deputising and representing for the appropriate Assistant Director as required.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T= Test

Minimum Criteria for Disability Confident *	Criteria	Measured by
 	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • A relevant Degree level qualification with clear evidence of continuing professional, managerial and personal development. • Extensive post qualification experience at a senior level (minimum 5 years). • A relevant management qualification 	<p>A</p> <p>A/I</p> <p>A</p>
    	<p>Experience and Knowledge</p> <ul style="list-style-type: none"> • Senior strategic and operational management and leadership of a range of services in a complex and fast changing organisation focused on customers and the community. • Experience and track record of building and maintaining effective partnerships in order to develop, manage and deliver services resulting in improved outcomes for the people using them. • Extensive experience of delivering results and providing value for money solutions through complex and multi –partnership arrangements. • An experienced senior leader and educational professional within a public sector organisation • An understanding of all of the professional areas which fall within the Service Area’s responsibilities/current educational practice • An understanding of legislation and guidance relating to the areas of Education & Corporate Parenting • A comprehensive understanding of the public sector within the context of national policy around public services and their impact on the community • An understanding of the issues facing the public sector and their implications for planning and service delivery • A clear understanding of the key issues arising from working within a political environment and the importance of positive working relationships with elected members 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Significant experience of budget management 	A/I
 	<p>Skills</p> <ul style="list-style-type: none"> • Able to plan strategically and to work creatively to identify practical business solutions to problems focused on outcomes across all phases of education including Early Years, Primary, Secondary and post 16. • A methodical and analytical approach using relevant information to make sound judgements and clear decisions • Able to influence the attitudes and opinions of others by using a range of strategies • Skilful at negotiation at all levels to achieve a positive outcome and managing conflict appropriately • Able to model the Council's leadership and management competencies • Able to express complex ideas in a concise and straightforward manner • Able to model best practice when working with employees. • To drive a culture of restorative practice which focuses upon building relationships across the children's system working partnership with children and their families 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Other</p> <ul style="list-style-type: none"> • Establish and maintain relationships at all levels, using engagement and communication as tools to promote challenge in a constructive and positive manner • Responds positively to change by prioritization, balancing competing demands and accommodating high expectations • Maintains effective work behaviours in pressured and stressful situations, demonstrating resilience and consistency • Models a personal commitment to inclusivity and the welfare of others • Develops an environment of trust by displaying tact, honesty, openness and integrity 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

****An Enhanced DBS will be needed for this post****



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confident Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Recruitment Team on 01905 947446**.