

## Newcastle City Council Job Description

- Post Title:** Head of Special Educational Needs and Disabilities
- Grade:** Soulbury 29 – 32 (+ 3 SPA points)
- Responsible to:** Assistant Director - Education & Skills
- Responsible for:** Support and service provision for all children and young people with special educational needs and disabilities (SEND)

### Job Dimension

To have strategic and leadership responsibility for a significant service area with a large scale budget accountability in order to achieve key outcomes for the Council, its residents and the city.

### Job Purpose:

- To support the Director in providing leadership, vision and direction to those engaged in the provision of the services in line with the Cabinet's political vision and priorities and to ensure that these are translated into delivery and its values are embedded at all levels of the organisation.
- To be accountable for service performance and operational standards through the establishment of clear business goals, ensuring it is delivering value for money services in response to the council's priorities and desired outcomes.
- To provide the leadership required to establish a collective, system-wide, response to meeting the needs of all children and young people with SEND.

### Principal Accountabilities

1. To contribute to meeting service priorities by ensuring the delivery of high quality, consistent and value for money services through effective service and business planning, budget and performance management.
2. To contribute to meeting political and financial objectives by leading and encouraging the innovation of service delivery methods and

improvements through active engagement with councillors, children, young people and families, staff, trade unions, communities, schools, partners, providers and businesses in order to improve outcomes.

3. To ensure the effective co-ordination and leadership of the council's statutory and strategic responsibilities for children and young people with SEND, as well as playing an active role in senior strategic and commissioning boards with health and children's and adults' social care services.
4. To ensure the effective delivery of the council's education service responsibilities for children and young people with SEND and those adults to support these children and young people – such as parents, carers, staff, and so on – by holding directly and indirectly managed services to account for their performance.
5. To contribute to the development of effective partnerships local, regionally, national and internationally to ensure the delivery of the council's priorities and, in particular, to develop strong working relationships with representatives of key local community groups, the Department for Education, Ofsted and the Office of the Regional School Commissioner.
6. Working closely with the Schools Forum and supporting officers to ensure the effective oversight and management of the High Needs budget so that it discharges the council's related statutory duties and enables the delivery of strategic priorities whilst remaining within budget.
7. To liaise successfully with statutory and non-statutory partners to support the welfare of all children and young people with SEND.
8. To challenge and support professional services and settings to raise the aspirations and standards of achievement for all children and young people with SEND.
9. To lead, develop and enable staff to support their personal achievement and contribution to the delivery of the Council's and service objectives.
10. To be responsible for developing managers and staff and clearly demonstrating that cooperative values, innovation, evidence-based practice and learning from others is how the education service carries out its business.
11. To be a lead officer in the Newcastle City Council Education & Skills Division, as well as the nominated technical specialist and/or statutory officer.
12. To assist the Director of People and the Assistant Director, Education and Skills to fulfil the statutory functions of the service.

13. To represent the Council as may be required both regionally and nationally.
14. To carry out specific corporate roles and assignments and such other duties as appropriate.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

June 2019