

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Head of SEND and Inclusion
<u>PAY BAND :</u>	Band 15
<u>JOB EVALUATION NO.</u>	E3471
<u>REPORTING RELATIONSHIP</u>	Head of Education and Inclusion
<u>JOB PURPOSE :</u>	<p>To strategically lead the SEND and Inclusion Service to ensure that the Council achieves its aims for children, young people and families with additional education needs to ensure improving outcomes for all children and young people in Darlington Schools and settings. To discharge responsibilities of the local authority that are required under the SEND code of practice and relevant legislation. Take a lead on securing best value from SEND funding by establishing rigorous quality assurance of commissioned 'high needs' services and ensure funding is targeted to improving outcomes. To take a strategic lead on behalf of the Local Authority in ensuring the best possible outcomes are achieved through working in partnership with all identified stakeholders, ensuring local provision meets local identified needs.</p>
<u>POST NO.</u>	POS006869
<u>PDR COMPETENCY FRAMEWORK</u>	Level 3, Senior Manager Competencies for all managers at Senior Head of Service level and above

MAIN DUTIES/RESPONSIBILITIES

1. To be the designated local authority lead officer for SEND and Inclusion, providing strategic leadership in this area and reporting on key issues to the departmental management team.
2. 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.
3. To ensure robust audit and governance of the High Needs Funding, ensuring the best outcomes from the resources available.
4. To ensure that the SEND and Inclusion service fulfils its statutory responsibilities within the relevant legislation and meets the required performance including issuing Education, Health and Care Plans within local and national timescales.
5. Represent the local authority to agencies such as schools, early years setting, voluntary organisation, CCG, other local authorities, non-maintained and independent special schools.
6. Provide strategic leadership for the Area Send Inspection through working in partnership with all stakeholders to recognise and meet the needs of children, young people and families across Darlington. Delivering equitable and fair services which improve outcomes for and make a difference to children young people and families.

7. To provide strategic leadership and management of the SEND and Inclusion Service, the Darlington Schools Admissions and Transport Service, The Virtual Headteacher and the Council's responsibilities in relation to Children missing from Education and Elective Home Education. Ensuring and securing compliance with relevant Codes and regulations.
8. Ensure SEND and Inclusion services are delivered and reviewed in an integrated way that facilitates access to services and maximizes the benefits to children with SEND and their families, ensuring high quality and measurable outcomes.
9. Contribute to the development of professional practice for SEND inclusion working closely with schools, school improvement and other relevant partners to ensure that the provision is designed to meet the individual needs of pupils with SEND.
10. Provide strategic leadership across SEND and Inclusion for all Darlington's schools. To inform continuous improvement and achievement. Ensuring inclusion to enable local provision can and does meet local needs. Accommodating identified high levels of deprivation across the borough to ensure every child has equality of access to good education within their own community.
11. To work in partnership with Commissioning and Health Services to ensure integrated approaches to the delivery of casework management, policy, planned provision and build capacity to support effective retention of children with SEND and behaviour issues within Darlington. Work with frontline teams to identify areas of underperformance and diagnose the most effective actions to bridge the gap.
12. To work in partnership with Commissioners to ensure integrated approaches ensure sufficiency to meet needs across Darlington.
13. To work proactively with commissioning to effectively meet the needs of children and young people requiring out of the Borough educational provision, through developing capacity and skills within education providers in Darlington ensuring local providers can meet local needs.
14. Deliver effective and equitable allocation of high needs resources through partnership working and robust auditable processes, which deliver local services which meet local needs.
15. Work with Commissioners to ensure that service specifications clearly set out the outcomes to be achieved, and how they will be measured. That they provide value for money and measurably make a difference.
16. To continue to review the needs profile of children in Darlington and delivery interventions to ensure inclusive education within the borough.
17. To enable children young people and their families to engage and work in partnership with the local authority. Ensuring their voice has influence in assuring key decisions and service improvement.
18. Promote and implement the Council's Equality and Diversity policy.
19. To ensure that effective support and challenge are provided to professional staff in schools and governing bodies, in order to act as an educational champion for vulnerable pupils.
20. To work with the Department for Education, New Schools Network and Multi Academy Trusts to bring forward new provision for children and young people with complex needs, through free school applications and local investment providing market generation.
21. To oversee the work of the Vulnerable Pupil Panel, to ensure that pupil's outcomes are championed and necessary follow up work takes place.

22. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
23. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
24. Carry out your role in line with the Council's Equality agenda.
25. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
26. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
27. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
28. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
29. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
30. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
31. Any other duties of a similar nature related to this post that may be required from time-to-time.
32. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
33. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
34. This post involves frequent contact with, and occasional responsibility for, children
35. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
36. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2020

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HEAD OF SEND AND INCLUSION
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POST NO. POS006869

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Appropriate professional qualification and/or relevant degree		D
2	Evidence of Continuous Professional Development relevant to specialism		D
3	Post graduate management qualification		D
Experience & Knowledge			
4	Evidence of detailed knowledge and understanding of legislation relating to SEND inclusion and Children's Services	E	
5	At least 5 years' experience at senior manager level within the SEND and inclusion field.	E	
6	Understanding of effective inclusive practice in schools and colleges.	E	
7	Knowledge and understanding of key partnerships and processes that meet the needs of children and young people with SEND.	E	
8	Understand the funding mechanisms for high needs block services.	E	
9	Evidence of successful budgetary management and control in relation to high cost services.	E	
10	Demonstrable evidence of leading cross functional teams in high pressure and 'exposed' environments over approx. 5 years, including evidence of where you have contributed towards their personal and collective development and managed performance development	E	
11	Approx. 5 years' experience of working with partner agencies in the negotiation and delivery of strategic objectives (e.g. Clinical Commissioning Groups, social care, FE colleges, academies)	E	
12	Experience of working at a senior level with elected Members, Directors and senior officers of the Council and those in senior governance roles.	E	
13	Approx. 5 years' experience of influencing, developing, promoting, leading and delivering strategies and policies including securing value for money, continuous service improvement and the development of quality customer focused services.	E	
14	Experience of managing change across multi agencies / teams	E	
Skills			
15	Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement.	E	
16	Ability to challenge and negotiate with schools over their requirements.	E	
17	Ability to communicate both orally and in writing to a wide range of audiences to meet the requirements and demands of different stakeholders (including ability to write clear and concise reports & presentations)	E	
18	Demonstrable networking, negotiating, influencing and chairing skills. Ability to use appropriate styles and arguments to influence and negotiate	E	

19	Ability to determine required outcomes, establish and implement plans of action and communicate them effectively	E	
20	Leadership skills, including the ability to both lead and support, while maintaining high levels of accountability throughout the organisation.	E	
21	Ability to demonstrate organisational skills, work under pressure and determine priorities to meet strict deadlines	E	
22	High levels of political sensitivity, recognising both formal and informal political scenarios within an organisation	E	
23	Ability to liaise successfully and promote the work of the SEND and Inclusion service with other agencies, senior officers and departments within the council and elected members.	E	
24	Ability to use discretion and initiative to make decisions for a wide ranging service area with minimal managerial direction	E	
25	Ability to drive improvements to practice across services	E	
26	Ability to challenge decisions and highlight the need for immediate and future changes to improve practice	E	
27	IT Literate, capable of using MS Word / Excel and office packages	E	
Personal Attributes			
28	Self-motivator who is able to demonstrate high levels of self-discipline, initiative and who is able to manage to strict and demanding deadlines.	E	
29	Committed to ongoing professional development and learning	E	
30	Flexible approach to work and working arrangements and ability to work outside of normal working hours, which may include evening/night, early morning or weekend working on an infrequent basis	E	
31	Committed to the principles of equality and diversity	E	
Special Requirements			
32	Satisfactory Enhanced DBS Disclosure	E	
33	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	
34	Capable of independent travel to carry out the requirements of the post	E	
35	Interest in working with children to promote their development and educational needs.	E	
36	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
37	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
38	Suitability to work with children.	E	