

## Job Description

<b>Job Title</b>	Head of SEND and Inclusion
<b>Directorate</b>	Children and Young People
<b>Service Area</b>	Education
<b>Grade</b>	15
<b>Competency Level</b>	3
<b>Salary</b>	£86,219 to £90,348
<b>Job Type</b>	Office Based
<b>Location</b>	Parklands/Cunard
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	A8188

## Job Purpose

Leadership of SEND and Inclusion services to ensure high quality support is provided for all children and young people from 0-25 with SEND and their families. Work with partners, within the organisation and externally, to ensure delivery of statutory functions and ensure services are at the forefront of best practice.

## **Directly Responsible For:**

Service managers for EHCP assessment; SEND services; including SEND early years, high needs, travel training, preparation for adulthood, and SEN support including OT and the Section19 team.

## **Directly Responsible To:**

Director of Education and Inclusion

## **Main Areas of Responsibility:**

- To act as strategic lead for SEND and Inclusion ensuring that statutory responsibilities are discharged appropriately and monitored effectively in relation to children with Special Educational Needs and Disabilities, those who cannot attend school due to ill health and those who are excluded.
- To provide expert services and advice to discharge the local authority responsibilities under the SEN code of practice and legislation, including responding to changes in the national policy for funding and commissioning, and establishing the 'local offer' for SEN provision.
- To promote best practice in achieving outcomes for children with SEND by developing strategic collaborative working between education, health and care teams, parents and carers and key stakeholders at all levels with a view to continuous improvement of service delivery.
- To commission work to identify need and future need of children and young people with SEN and disabilities and their families to inform joint commissioning including contributing to the children and young people's JSNA, ensuring children and young people with disabilities and SEN needs are recognised.
- To ensure excellent strategic partnership working, coordination and transition to all adult services for children and young people with an EHC Plan.

- To establish and develop effective strategic working relationships with colleagues within the council, DfE, Ofsted, CQC, elected members and other agencies including healthcare providers, the voluntary sector and community groups.
- To ensure effective strategic communications across the SEND partnership so that the Council and service plans and aspirations are understood and used to support service development.
- To prepare and contribute to written reports and attend meetings on issues regarding SEND and provide reports on areas of responsibility as required by the Director of Education and Inclusion
- To maintain a working knowledge of all relevant legislation, guidance and national and local policy initiatives with colleagues who provide services and support structures regionally and nationally.
- To undertake such other duties and responsibilities as may be determined by the council (or nominated representative).
- To be responsible for ensuring the council fulfils its duties as set out in Section 19 of the Education Act 1996 and lead on the development of appropriate alternative provision (AP) strategies, policy and practice across the city.
- Ensure that the local authority fulfils its statutory obligations regarding permanent exclusion; provision for those medically unfit to attend school.
- Provide leadership and oversight of the processes and policies to support and monitor children out of school placements and ensure there is appropriate oversight of the PRU provision as required by the Education Act 1996.

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.

- Manage performance and behavioural issues effectively.
- Full responsibility for SEND workforce (approx. 160 staff) based at several work locations covering SEND, High Need Funding Team and created s19 team

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Responsibility for high needs budget
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Discretion to spend a large proportion of the budget without senior authorisation
- Accountability for long term financial planning
- Include details of the value of budget/financial responsibility and what this budget should be use for.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

None

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level [3].

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A degree or equivalent level qualification. (A)
- Relevant professional qualification. (A)
- Evidence of SEND legal training (e.g. IPSEA level 3 or equivalent). (A)

## Experience

### Essential

- Demonstrate success in supporting positive outcomes for Children and Young People with SEND. (A/P/I)
- Experience of senior management at an organisational level. (A/I)
- Successfully led large scale change, service improvement and initiatives. (A/P/I)
- Knowledge of CQC/Ofsted Area SEND inspection framework. (A/P/I)

### Desirable

- Evidence of ability to encourage and achieve change using effective influencing and facilitation skills.
- Successful involvement in achieving outcomes across several multi- agency areas.

## Skills/Abilities

### Essential

- Extensive knowledge of SEND reforms, best practice and impact across education, health and care. (A/P/I)
- Extensive knowledge of how SEND is funded and applied in practice. (A/P/I)
- Effective leadership style, able to build confidence and motivate staff.
- Ability to think strategically and to translate the vision for the local area into delivery through collaboration and partnership. Knowledge of the principles and practice of budget management. (A/P/I)
- Use of performance and outcomes data to raise standards and monitor performance (A/I)
- Excellent communication skills with the proven ability to network effectively, negotiate at all levels and influence other's decisions. (A/P/I)
- Experience of working within a political environment and presenting and communicating with elected members. (A/P/I)

### Desirable

- Excellent communication skills with the proven ability to network effectively, negotiate at all levels and influence other's decisions.
- Able to empower internal staff and external stakeholders to develop ideas for increasing efficiency, managing the partnership to be ambitious but realistic in achieving the highest possible performance levels.
- Commitment to integrated and multi-agency working at different organisational levels.

## Commitment

### Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.
- Clear Local Area vision for SEND

### Desirable