

HEAD OF SEND

Role Profile



Title	Head of SEND	
Grade	Grade L	
Reference:	N943	
Reports to:	Service Director (Education Participation and Skills)	
Work style Definition	Mobile Worker	
Job Type:	Operational Leader	
Primary purpose of role	The post holder is responsible for the development, leadership and management of the Special Educational Needs and Disability Service (SEND) ensuring the service achieves and delivers joint outcomes as set out in legislation. The role is key to strategic and operational management in the development of SEND through the Children's Partnership. Services are a high priority for the city, from the Health and Well-Being Strategy and the Children and Young People's Plan.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ To lead the development of the service as commissioned by the Health and Well Being Board and through the Children's Partnership and to participate in the transformation of services across the partnership. (10%) ▪ To lead and oversee the work of the Principal Educational Psychologist. (5%) ▪ To oversee the safe operation of Downham House and other settings offering wrap-around and respite care (15%) ▪ To manage the Service, working closely with partner managers across agencies. Staffing responsibilities with direct, indirect or operational (as opposed to professional) line management of approximately 171 professional staff employed by the City Council, Schools or Health. (15%) ▪ To work closely with colleagues in Children's Social Care on the 	Role measures <ul style="list-style-type: none"> ▪ Accurate annual report statement ▪ Programme objectives achieved within budget. ▪ Key performance statutory indicators for SEND ▪ Commissioning of services for SEND including transition. ▪ Commissioning of Alternative Provision

	<p>implementation of the Early Help strategy and concept. (5%)</p> <ul style="list-style-type: none"> ▪ To produce service plans and strategic plans for SEND and IAWS (5%) ▪ Shared responsibility for relevant budgets up to £40m per annum for SEN and Disability Services (15%) ▪ To ensure that the views of users are integral to the work of the service. The post holder has responsibility for a range of data on activities and outcomes in relation to children and young people with SEND including: educational outcome data, health outcome data, safeguarding data, data on accessibility to services such as leisure, sports and youth, data on parent/carer views and feedback from children and young people themselves (5%) ▪ To ensure robust performance management, monitoring and reporting of outcomes (15%) ▪ Provide leadership and oversight of matters relating to SEND ensuring that they are compliant and any improvement plan is in line with internal service performance or Ofsted inspection. (10%) 	
Key activities	<ul style="list-style-type: none"> ▪ This post will plan the development of the service and manage the service, and provide a strategic lead in the City for SEN and disability services. (35%) ▪ The post holder reports into the Education Service Director to whom the post will be accountable. The post holder will have to relate to Directors and Senior Managers in the Council, the Health Service, to schools, to leaders within the voluntary and community sector and to parent and carer stakeholder groups. The role will also involve acting as a “champion” of SEN and disability and influencing partners to raise the profile of and provide accessible services to those with additional need or disability; e.g. Leisure, Sports and Youth Services, as well as managing the service. (10%) ▪ The post holder will encounter challenges and barriers to integrate cultures, processes and systems, working within statutory frameworks in Education, Social Care and Health e.g. the SEN Code of Practice, such as how referrals are made to the service, ensuring that the expectations and needs of families can be balanced with availability of resources, overcoming barriers associated with the diverse cultures and “infrastructure” requirements of partner agencies in finance, HR and IT and persuading mainstream services to adapt to enable disabled children with disabilities and young people to participate. (15%) 	

	<ul style="list-style-type: none"> ▪ The post holder is required to manage relationships with Elected Members through briefings, cabinet reporting, and Scrutiny Boards. This work will frequently involve challenging and emotive issues which require sensitive handling and a high level of diligence. (10%) ▪ Concentration required for producing strategic and service plans, analysing and interpreting service related data. The post holder will be responsible for utilising that data to plan and develop services and for reporting on progress as a key priority in the Children and Young People's Plan. (15%) ▪ Work related pressure is associated with the role to ensure the service is delivered according to the service plan and within the legislative and statutory requirements. (10%) ▪ The role will come into contact with children and adults who are vulnerable some of whom due to their circumstances will place an emotional demand on the post holder. (5%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Educated to degree level in a relevant related subject ▪ Relevant Health, Social Care or education Qualification or equivalent ▪ Detailed knowledge of SEN and Disability Services ▪ Sound knowledge of legislation to include: The Children Act 1989 and 2004, Disabled Person Act, Disability Discrimination Act, The SEN and Disability Act 2001, Chronically Sick and Disabled Person Act 1970 and The Children and Families Act 2014
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Management Qualification or equivalent
Essential experience	<ul style="list-style-type: none"> ▪ Experience of managing a service for children with disabilities in a health, education, social care or voluntary sector setting ▪ Experience of multi-agency working including voluntary sector ▪ Experience of strategic and service planning ▪ Experience of managing staff and services including service improvement
Desirable experience	
Essential skills	<ul style="list-style-type: none"> ▪ Highly developed interpersonal and communication skills for leadership and motivation of the service delivery team. Exchanging information, some of which could be sensitive, with a range of agencies both internal and external. There will also be contacts with children and young people and their parents and carers. ▪ Planning skills for weeks, months and years into the future to produce strategic, service plans and to ensure operation delivery of the service is undertaken according to these plans ▪ Keyboard and ICT skills for producing service and strategic plans, reports, memos and emails
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. 	

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.