

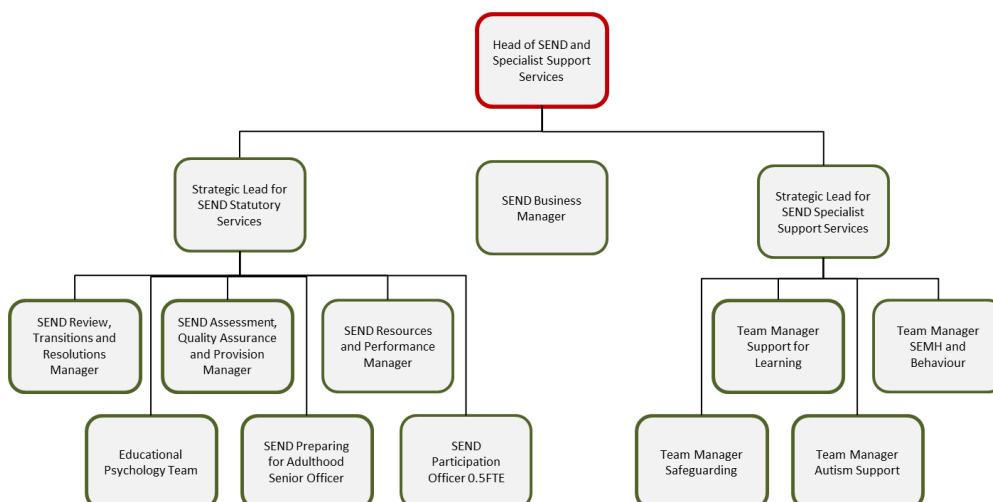
JOB DESCRIPTION

Job Title:	Head of Special Educational Needs and Specialist Support Services		
Directorate:	People	Salary:	£79,291 - £83,071 + LWA £848
Section:	Education and Learning	Grade:	Soulbury 35-38 (plus up to 3 SPAs)
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- Contribute as a senior member of the Education and Learning senior management team to the formulation of overall strategy for the service areas, leading policy, and performance targets for the services across SEND and specialist support.
- Responsible and accountable for the strategic development of the services directly allocated to the post holder by the Assistant Director.
- Overall accountability for the performance management, strategic oversight and delivery of the allocated service areas.
- Ensure the Council's aims and objectives, vision and values are actively promoted in decision making, actions and the lived reality.
- Represent the Assistant Director as required.
- Lead the engagement of key and critical stakeholders and partners including schools, members, internal and external partners including the Corporate Management Team.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Lead and engage key stakeholders in setting and implementation of the Services' strategic direction, policies, and objectives.
- Develop a service culture that places the customer, internal and external stakeholders, and service users, at the heart of service delivery.
- Secure high standards across a range of performance indicators in schools and learning settings through effective data analysis, challenge, and intervention, leading the development of strategy and implementation as appropriate.
- Ensure the team use data, evidence, and information, identify risks to standards and delivery in schools and learning settings at an early stage.
- Operate and implement an effective and successful performance management system to manage service, team, and individual performance, including the identification of key performance indicators and the management of appropriate actions to address under performance and enhance positive outcomes.
- Provide effective leadership and ensure a clear direction for the services and teams ensuring that their work contributes to the overarching People Directorate strategy and wider education and learning plans.
- Develop and ensure the delivery of quality services to pupils, schools, and the community – which are also efficient and effective and ensure the best possible educational outcomes for the Borough's children and young people.
- Continually lead the improvement of services and raise standards to enable children and young people to achieve to their full potential.
- Promote and develop effective internal and external partnerships to ensure integration of services and deliver the Council's objectives.
- Promote and actively participate in strong, direct, and effective communications and involvement with all stakeholders, ensuring that the SEND Statutory Service and SEN Specialist Support Service teams are clear about the direction of travel and long-term goals.
- Manage the allocated service areas within budget and to maximum effect within the Council's financial regulations and standing orders.
- Ensure effective service area budget planning and management as part of the educational and learning senior leadership team.
- Build and develop the strengths and talents of employees within the allocated service areas, creating a confident learning and development

environment, where everyone is encouraged to develop their skills to perform at their best.

- Ensure that national and local targets are achieved which will have a positive impact and help encourage continual improvement in service delivery.
- Ensure management information required to support statutory returns and funding streams is appropriately collected, recorded, and reported to the appropriate stakeholders.
- Work in a corporate and collaborative way with other managers, Members, and employees.
- Work with Members in the formulation and review of service policies and strategies to achieve the Council's strategic objectives and statutory obligations.
- To perform any other duties that correspond reasonably to the general character of the post and are commensurate with its level of responsibility.

Service specific responsibilities for areas allocated by Assistant Director

Provide leadership and management of the Council's work in challenging and supporting improved outcomes and services for children and young people with SEND.

Overall responsibility for the strategic management and development of those SEND services as determined by the Assistant Director and to promote a culture of continuous improvement, business effectiveness and staff development.

Act as the Council's lead expert and adviser on strategies for improving the quality of outcomes for children and young people with SEND, being accountable for improving life chances for vulnerable learners across Bracknell Forest schools including Post 16 providers.

Work in partnership and liaise effectively with other services (education, health, and social care) to ensure there is coherent and appropriate support available for all Children and Young People with SEND

To work in partnership with all schools to challenge delivery against outcomes for children and young people; holding Headteachers and Governors accountable for the provision of SEND and vulnerable learners.

To implement and keep under review, the Council's strategy for raising standards and improving quality in education and meeting the deliverables within BFC's SEND strategy and WSOA.

To lead the service to provide support to schools, parents, and partners in the development of an improved SEND framework.

To ensure the Authority carries out its statutory role in delivering the SEN Code of Practice.

Ensure that schools have the appropriate infrastructure for safeguarding children, young people, and their families and that they have systems and processes in place to achieve this.

To liaise with relevant national, regional, and local agencies including HMI, Ofsted and DfE to ensure that positive partnerships and working relationships are developed.

To produce reports at regular intervals for the School Improvement Accountability Board, Scrutiny and internal working groups which monitor, track, and evaluate progress in improving services in line with the wider People Directorate.

Contribute to the strategic management and development of the People Directorate services to ensure the most effective outcomes for Bracknell Forest children and young people.

Ensuring the local authority policies and procedures relating to all relevant areas of service are up to date and in line with changing legislation, guidance, and best practice.

To work with colleagues across schools in Bracknell Forest and Children's Services to ensure that the needs of children are met within the education system and that opportunities for joint working and integration of services are fully developed.

The key objectives of the role will be determined with the Assistant Director using the organisation's Appraisal process. The post holder will use this opportunity to agree an annual performance and development plan that will include responsibilities relating to Strategic, Services, People and Financial management issues.

Scope of role

- The Assistant Director of Education and Learning has overall budget ownership, devolved to the Head of SEND and Specialist Support Services, who will have oversight of budgetary responsibilities associated with the job in order of c.£23m
- The need to interface with a wide range of people both within the Council and with partner organisations including Elected Members, when appropriate.
- The post has a key role in maintaining effective relationships between the council and its local and regional partners, this requires initiative and diplomacy as well as sound professional knowledge.
- Provide expertise on all SEND statutory and specialist support services to senior leaders, politicians, partners, and the wider workforce.
- Member of the Education and Learning senior leadership team
- The post has a key role in advising the Assistant Director Education and Learning on statutory and mandatory SEND statutory and specialist support services to key professional groups. The appropriateness and timeliness of advice can protect the authority against bad publicity, SEND tribunal cases and consequent awards against the authority for failing to meet practice standards.
- Responsible for the successful delivery of SEND Statutory Services and Specialist Support Services.
- Ensure that the statutory and mandatory development and standards are in place to meet legal and professional standards, ensuring compliance data is returned where funding is allocated to High Needs Block, DfE.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Qualified teacher status</p> <p>Level 6 or higher relevant professional, academic or management qualification and evidence of continuous professional development.</p> <p>Significant experience of providing educational / specialist consultancy to schools</p>	<p>Change management qualification.</p> <p>Management consultancy qualification.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Demonstrable experience of the special educational need's agenda, particularly the SEN Code of Practice 2014</p> <p>Demonstrate success as an educational leader</p> <p>Demonstrable experience of acting as a strategic advisor to schools in a consultancy or advisory capacity.</p> <p>Expertise in effectively managing change initiatives, exploiting new opportunities, and gaining commitment.</p> <p>Evidence of success in establishing a performance culture, including service planning, target setting, performance appraisal and the management and motivation of diverse teams and individuals.</p> <p>A strategic understanding and experience of safeguarding strategies and implementation, directing the work of others to ensure statutory requirements are met.</p> <p>A track record of working in successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors.</p>	<p>Experience of leading safeguarding, SEND and or strategic support services to Schools</p>

Evidence of achieving improvements service delivery within a large and complex organisation.

Able to demonstrate the skills needed to work effectively in a local government context (legal, financial, political).

Experience of successful budget and financial management of multi million-pound budgets.

A track record of working effectively within a political environment, providing clear and balanced advice and guidance on strategic issues.

Significant evidence of collaboration and engagement with senior stakeholders in developing strategy and policy.

Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.

Outstanding interpersonal skills and the ability to establish positive relationships with government, headteachers, professional and other organisations, elected Members, trade unions, partners, parents, staff, and the community to generate confidence, trust, and respect.

Ability to provide visible and supportive leadership, empowering, enabling, motivating, and developing the service's workforce and fostering a positive organisational culture in line with BFC values, corporate plan, and priorities.

Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with elected Members that command respect, trust, and confidence.

Understanding of Inspection Frameworks and ability to

demonstrate a good understanding of its interpretation and implications to the wider education and children's services agendas.

Ability to engage with the educational community at all levels on issues of outcomes of SEND

Understand the wider policy and strategy landscape for children, young people, families, and early help.

Demonstrable experience of planning and delivering high quality support services to schools.

Significant experience of the current agenda for SEND and national plans and strategies influencing the national direction.

Ability to lead, motivate and develop the service's management team, and ensure they maintain a culture of change that is team based, performance driven and maintains the motivation of staff.

Demonstrate initiative and drive aimed at organisational, service, and individual excellence, support and participate in the sharing and management of knowledge.

Ability to contribute effectively to the corporate management of the Council and instil a sense of ownership amongst others regarding corporate strategies, standards, and priorities.

Highly developed networking, advocacy, oral, written and presentation skills.

**Work-related
Personal
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. **(Delete as appropriate)**

Role model the Bracknell Forest
Values and Behaviours

Make the right, transparent decisions
and stand by them

Coach for growth and improvement

Hold people to account and
celebrate their achievements

**Other Work
Requirements**

A satisfactory enhanced Disclosure
and Barring Service check.

The ability to converse
easily with members of the public
and respond effectively to questions
in spoken English

**Role models
and
demonstrates
the
Council's
values and
behaviours**

Our values define who we are. They
outline what is important to us. They
influence the way we work with each
other – and the way we serve our
residents and engage with our
communities.

We make our values real by
demonstrating them in how we
behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

