

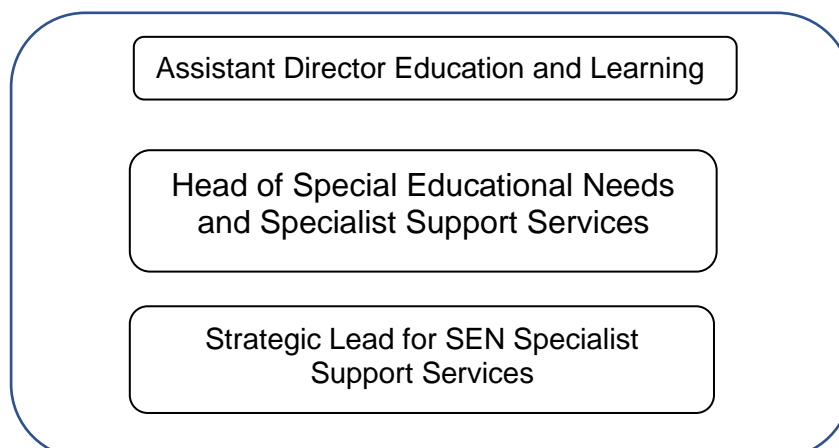
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Strategic Lead of SEN Specialist Support Services</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£55,596 - £60,650 + LWA £663</b>
<b>Section:</b>	<b>Education &amp; Learning</b>	<b>Grade:</b>	<b>BG-C (SCP 49 – 54)</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- To ensure the delivery of SEN specialist support services across the Local Authority for all internal and external stakeholders as directed by the Head of Special Educational Needs and Specialist Support Services
- To implement the SEMH and safeguarding strategies in line with the council plan, partnering with the wider agencies, government bodies, senior leaders, key stakeholders and partners, as deemed appropriate.
- To manage delegated SEN Specialist Support services and safeguarding budget areas, negotiating and managing external frameworks, partners and suppliers as directed by the Head of SEND and Specialist Support Services in line with agreed contract terms and framework agreements in order to deliver the council's ambitions and value for money priority
- To ensure that all statutory and mandatory services are planned, aligned and available to all stakeholders as detailed in the statutory guidance and directed by the Head of SEND and Specialist Support Services
- To be a proactive and accountable member of the SEND and Specialist Support Services management team ensuring business continuity is maintained across services and to represent or deputise for the Head of Service, if or when required.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- To collaborate and liaise on the development and implementation of specific initiatives, such as placement commissioning for SEN Support and delivery, cultural change, leadership and management development and other key projects agreed by the Head of SEND and Specialist Support Services and BF People Commissioning Service.
  - To ensure that the Schools SEN Code of Practice and safeguarding requirements delivered and provided by the service teams are professional, ethical and aligned with the associated professional standards for confidentiality, data management and equal opportunities and is informed by best practice and professional standards.
  - Oversee and support the Schools Safeguarding, Behaviour, Autism and Support for Learning teams to coach and build the capability of managers to proactively drive high performance.
  - To coordinate the stakeholder engagement agenda ensuring effective data gather, interpretation and action of multi agencies and professionals in response to intelligence and issues raised.
  - To coordinate the Schools Safeguarding and SEN Support activities required to support complex transformation programmes maintaining the principles of effective organisational design in developing future services in line with the council's ambitions.
  - To be responsible for ensuring appropriate advice and guidance is accessible, relevant and in place for all stakeholders and that there is regular monitoring and engagement across multi agencies to ensure aligned and cohesive processes.
  - Working closely with the CCG, Childrens Social Care, professionals, external agencies and providers to ensure effective and aligned practice and planning is delivered by the council and its relevant partners.
  - To work as directed with senior leaders, politician's, partners and stakeholders through coaching, challenge and encouragement to provide the highest quality leadership across the Borough.
  - To lead the SEN Specialist Support Services teams and ensure robust systems for all staff to receive 1:1s, appraisals and performance management and development to support the delivery of service aims and objectives.
  - To coordinate the delivery of specific national initiatives relating to Schools Safeguarding and SEN Support to improve inclusive outcomes for children and young people with Special Educational Needs / Disability. Liaise with external bodies such as the DfE, CCG, East Berks Foundation Trust and Parents Forum, as directed by the Head of SEND and Specialist Support Services to ensure that where professional standards are in place there is statutory development to meet requirements.
  - To representative the SEN Specialist Support Teams at various internal and external forums and ensure appropriate updates back to the Head of SEND and Specialist Support Services and wider team.
  - To work with the Head of Service in the development of the Schools Safeguarding and SEN Support workforce alongside HR, officers and professional standards leads.
  - To build and maintain effective relations with staff unions, employment committee and internal governance forums to maintain transparency, engagement and communications to actively foster effective working relationships.
  - Keep up to date with external trends and best practice in the areas of expertise.
  - Be an ambassador for the function and represent the council's SEN Specialist Support Services, internally and externally (as appropriate).
  - Such other duties as may be required commensurate with the scale and level of the post.
-

---

## Scope of role

- The Assistant Director of E & L has overall budget ownership, devolved to the Head of SEND and Specialist Support Services for the budget of the SEN Specialist Support Services.
- 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 SEN Specialist Support related matters to senior leaders, Politician's, partners and the wider workforce.
- Member of the SEND and Specialist Support Services Senior Management Team.
- The post has a key role in advising the Head of SEND and Specialist Support Services on statutory and mandatory Schools Safeguarding and SEN Specialist Support areas. The appropriateness and timeliness of advice can protect the Authority against bad publicity and consequent awards against the authority for failing to meet practice standards.
- Responsible for the successful delivery of the SEN Specialist Support Service function within the wider SEND 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
<b>Skills and qualifications</b>	<p>Level 6 or equivalent relevant professional, academic or management qualification</p> <p>Qualified Teacher Status</p>	<p>Ofsted trained and accredited</p> <p>Safeguarding Supervision Qualification</p> <p>Leadership &amp; Management Qualification</p> <p>Training Qualification</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Demonstrate successful senior leadership within SEND/safeguarding related services.</li> <li>• Experience of successful development and implementation of projects to increase young people's engagement and attainment</li> <li>• Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes for pupils</li> <li>• Good understanding of KCSIE, Working Together to Safeguard Children and the SEN Code of Practice 2014.</li> <li>• Ability to operate successfully working with school leaders and governors and with a range of service providers</li> <li>• Evidence of high-level oral, written and presentation skills to enable the post holder to communicate effectively with a range of staff, managers and other stakeholders at all levels.</li> <li>• Ability to contribute to the professional development of the workforce through the use of coaching, mentoring, supervision and delegation</li> <li>• Knowledge of legislation which will enable the postholder to provide accurate advice and challenge</li> </ul>	

- 
- Experience of collaboratively working with the LADO, multi agencies and safeguarding agencies.
  - Knowledge and understanding of the current National and Local agendas relating to EYFS- KS5 for safeguarding, inclusion and SEMH
  - Proven ability to analyse data and present in a meaningful way to inform decision making and to complete DfE returns
  - Advanced problem solving and planning skills – with the ability to devise solutions and plan a programme of work to deliver them
  - Process orientated and organised – capable of devising, developing and maintaining systems and process to ensure effective and consistent delivery and reporting
  - Highly developed and effective communication and inter-personal skills. Works collaboratively with others to deliver the best outcomes.
  - Effective change management skills and evidence of leading sustained improvements
  - Influencing skills, and ability to achieve own and partnership objectives through joint working
  - Presentation skills (qualitative and quantitative data) adapted for different audiences.
  - Builds understanding and commitment to transformational change.
  - Experience of managing substantial budgets over £1m and ensuring value for money for services procured.
  - Ensures business continuity and manages risk, particularly in relation to the needs of vulnerable children and young people.

---

**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.**

