

Job Description

Job Title: Head of Service (Special Educational Needs)	Service Area: Education, Achievement and Inclusion
Division/Section: Children and Young People's Services	Position Number: Job Evaluation Number: LBN 210
Grade: SMR C <ul style="list-style-type: none"> • Special Educational Needs Services • SEN transport • Education Psychology • Complex, Sensory and Dyslexia Service 	Date last updated: October 2020 Date of last Evaluation: October 2020
Accountable to:	Director of Education, Inclusion & Achievement
<p>People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team. As a Senior Leader, you will be expected to model the behaviours required of all staff in relation to our values of Honesty, Equality, Ambition, Respect and Trust.</p> <p>Equality and diversity We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.</p> <p>Protecting our staff and services Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p> <p>Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p>	

Overall Purpose of Job

1. To provide strategic leadership of statutory 0-25 SEN services and associated in-house inclusion services to deliver improved outcomes for children and young with special education needs in Newham.
2. To effectively manage services for children with Special Education Needs and/or Disabilities to ensure they deliver a safe, high quality, cost effective and offer timely support to our children, young people and family.
3. To work in collaboration with partners including education, health, social care and parent/carers to ensure children and young people with SEN benefit from integrated and joined up services.
4. To develop, operationalise and deliver the SEN strategic vision in conjunction with other partners, leading improvement work streams where appropriate.
5. To work collaboratively as a member of the Education, Inclusion and Achievement Senior Management Team, with other management team colleagues and external stakeholders to achieve the Division's service priorities.

Job Context

SEN is a high-profile and high-risk service area, that requires a determined, experienced and motivated leader to deliver the authority's statutory responsibilities and wider improvement priorities.

1. The post holder reports to the Director of Education, Inclusion and Achievement
2. The post holder has direct line management responsibility of up to 70 staff, from the following teams:
 - SEN case work
 - Educational psychology
 - 16-25 commissioning
 - SEN Transport Services
 - Unified Services (Complex needs, Sensory, Dyslexia and Language and communication services)
3. The post holder has budget responsibilities of up to £25m
4. The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

1. To provide overall leadership and management of assessment, planning and support for children with special educational needs, including:
 - a. The statutory Education, Health and Care assessment process (including Annual Reviews) and its quality assurance so that all statutory requirements are met and plans clearly support progress and positive outcomes
 - b. Contributing to forecasting and pupil place planning for specialist placements
 - c. Quality assurance of specialist provisions and placements commissioned by the Council
 - d. SEN travel assistance and transport services
 - e. The Educational Psychology Service and Unified Services
2. To manage the strategic interface with other related services to ensure an integrated approach which meets the needs of children and young people with SEN: school improvement; access and inclusion; children's social care; adult services; skills and employability; early help; health commissioners and providers
3. To work in close partnership with leaders in schools, colleges and early years settings to support effective inclusion and ensure seamless pathways and transitions into education for children and young people with SEN and EHC plans
4. To initiate and promote partnership and co-production activities, including with parents/carers and young people to develop high quality and appropriate educational provision and services to meet the needs of children and young people with SEN
5. To ensure resources are allocated efficiently and to take appropriate action where income or expenditure is not in line with the approved budget
6. To translate that strategic intent into effective and high-quality operational delivery, through direct delivery and commissioning arrangements across Education, Health and Social Care.
7. To ensure the council is well-prepared and well-represented at Tribunals
8. To ensure the implementation of a workforce development plan across the
9. service, leading to the recruitment and retention of high calibre staff and ensuring employees develop the appropriate skills and knowledge to effectively fulfil their duties.
10. To maintain regular supervision and appraisal of those you will line manage, ensuring timely decision making, professional guidance and support, recognising good

practice and areas of under performance, with appropriate plans in place to address performance issues.

11. To demonstrate a commitment to continuous improvement in service delivery, including through keeping up to date with local and national developments in the service area and embedding a learning culture within the service
12. To develop and maintain systems for collecting and analysing data and information efficiently to support planning, service improvements and the completion of statutory returns.
13. To provide reports, advice and information on matters relating to the service to the Director of Children's Services, the Lead Member for Children and Young People's Services, the Mayor, elected members, regulators, other stakeholders and council officers (including through the service review process)
14. To work with colleagues across the council, in partner organisations (including education settings) and with parents/carers as part of the SEN Commission to review and develop the SEN strategy for the local area, taking into account:
 - The needs of children and young people with SEN and their families in the borough, now and in the future
 - The council's political and corporate priorities
 - Best practice in Newham and in other areas
15. To lead, with relevant partners, the council's preparations for statutory inspections by regulatory bodies and the development, implementation and monitoring of resultant action plans
16. To be responsible with the senior management team for the efficient and effective management of the SEN and High Needs budget. Ensuring that all services balance the needs of safeguarding children with accountability to spending public funds efficiently and within the allocated budget.
17. To ensure that there are appropriate panel / decision making processes in place to ensure children are placed in appropriate placements and colleagues across the partnership are effectively involved as required.
18. To provide leadership for and oversight of special resource base provision in the borough, working in collaboration with commissioning colleagues to ensure SLAs are effectively developed with all providers and performance appropriately monitored
19. To advocate for the interests of well being of children and young people at all times and have clear oversight and understanding of front line practice, service delivery, systems and feedback from children and families.

20. To identify issues of unnecessary bureaucracy that encumbers good practice and to make recommendations or policy developments aimed at reducing or eliminating them.
21. To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice.
22. To ensure that all services are maintained to the required standards as directed by business continuity and resilience policies.
23. To participate in the out of hours emergency duty rota providing management guidance and decision making for the safety and welfare of children.
24. To comply at all times with the council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.

Person Specification

Job Title: Head of Service for Special Educational Needs Services (SEN)	Service Area: Education, Inclusion and Achievement	
Directorate: Children and Young People's Services	Post Number:	Evaluation Number: LBN 210
Grade: SMRC	Date last updated: October 2020	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES	
CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS Educated to degree level or equivalent level of work experience at a senior level relevant to the field.	Application form/Certificate
Evidence of continuing professional/management	Application form/Certificate

development.	
<p>KNOWLEDGE/EXPERIENCE:</p> <p>Expertise across SEN/education and social care 0-25 (a background in either education or social care for children's or adults services, and knowledge of the other areas)</p> <p>A successful track record as a senior manager in a service for children and young people with special educational needs and disabilities</p> <p>Experience of successfully managing and leading staff from different disciplines</p> <p>Extensive experience of partnership working with a wide range of stakeholders from the statutory, private and voluntary sector including education providers and health commissioners and providers</p> <p>Experience of designing and implementing innovative change which will deliver legislative requirements and improve services</p> <p>Experience of involving the community specifically parents/ families, children and young people and other stakeholders in service design and delivery</p> <p>Significant experience in preparation, management and effective control of large complex budgets (income & expenditure) together with evidence of a commercial based approach to delivering quality value for money services</p>	<p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/ Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>

Experience of effective working with elected Members, central government and government agencies	Application form / Interview
Knowledge of evidenced based models of practice and senior leadership of social work practice aligned to a practice model.	Application form / Interview
A comprehensive understanding of the relevant legal, political, operational, commercial and social community aspects of a similar complex environment.	Application form / Interview
Demonstrable experience of engaging with statutory inspectorates and regulators e.g. Ofsted/CQC/DFE	Application form / Interview
People management at an organisational level including motivation, performance and capability.	Application form / Interview
Commissioning or delivering operational services.	Application form / Interview
Effective Partnership working leading to improved outcomes for children.	Application form / Interview
Experience of the application and development of Digital solutions in a changing environment.	Application form / Interview
SKILLS AND ABILITIES:	
Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service.	Application Form/Interview
Ability to use management information to judge service performance and to devise and implement service improvement strategies.	Application Form/Interview

<p>Ability to motivate internal and external stakeholders to improve the impact of intervention for children's outcomes.</p> <p>Ability to translate corporate policies into tangible service improvements.</p> <p>Ability to lead and contribute to projects on behalf of the Service.</p> <p>Ability to build effective and productive working relationships with colleagues.</p> <p>Ability to manage, lead and motivate staff and foster their development.</p> <p>To relate and work with people at all levels</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Enhanced Disclosure check (DBS)</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form/Interview</p>