

Job Description

Department	Department of People (Children's)
Job Title	Head of SEND & Inclusion
Grade	TBC
Primary Purpose of Job	<p>To actively champion and support the delivery of the Bolton 2030 outcomes in particular, <i>"Our children get the best possible start in life, so that they have every chance to succeed and be happy."</i></p> <p>To improve outcomes for all Children and Young People (0-25) in Bolton by:</p> <ul style="list-style-type: none">• Leading and championing inclusive practice for all children and young people in Bolton with the aim of raising overall standards and achievement• Leading and championing inclusive practice for children and young people with SEND (Special Educational Needs & Disability). <p>To direct the work of a diverse range of stakeholders involved in supporting vulnerable children. These include Schools, Head-teachers, Governors, Members, Ward Councillors, Officers, Central Government and parents.</p> <p>This post will lead on integrated working in relation to inclusive practice and SEND, ensuring that pathways are joined up across all partners to deliver the highest levels of inclusion, attainment, achievement and attendance for all children and young people in Bolton including our supported children and young people.</p>
Reporting To	Assistant Director, Inclusive Education & Learning
Staffing Responsibilities	<p>Direct line management of Principal Educational Psychologist, SENDAS Manager, Behavioural Support Manager, ACIS Manager, Early Intervention Manager.</p> <p>Co-ordinate and oversee the support networks of SENCO's and behavioural leads across all schools</p>

Main Duties

SEND

- 1 Lead on the SEND strategy and developments, ensuring sufficient resources are available to provide the best service for children and their families.
- 2 Lead on quality assurance standards and systems ensuring the departmental and multi-agency framework is in place to achieve the highest standards of practice and delivery.
- 3 Lead on strategic planning around the commissioning of services for children with SEND to ensure a collaborative approach across Council services and partner agencies.
- 4 To provide effective client management of the provider of Bolton's Alternative Provision and work closely with Bolton's Special Schools to create a pathway for behaviour issues, ensuring outreach services provide inclusive education for all.
- 5 Be a major contributor to self-evaluation for the Ofsted ILAC Inspection Programme.
- 6 Lead on the creation and continuous development of appropriate alternative provision (AP) strategies, policy and practice across the borough
- 7 Ensure the quality of support to schools from support services including hearing, visual impairment and ASD support is of high quality and value.
- 8 Ensure the effective transition of international new arrivals.
- 9 Lead on the creation, maintenance and delivery of a revised inclusion strategy across the borough for children and young people with SEND.
- 10 Ensure that there is a sufficient supply of SEND places across the borough to meet need.
- 11 Promote and deliver close engagement with parents, carers and young people to ensure services are effectively co-produced.

Inclusion

- 12 Lead and manage the Council's high quality and effective inclusion services including Behaviour Support, Early Intervention, Admissions and the Achievement, Cohesion & Integration Service (ACIS), and their interface with schools.
- 13 Ensure that processes for In-Year Fair Access, Children Missing Education and Admissions are fit for purpose, including the engagement of schools
- 14 Ensure inclusion services contribute to raising children and young people's achievement
- 15 Ensure that the Council's statutory responsibilities in respect of the care and protection of children and young people who are vulnerable in terms of behaviour and attendance are effectively discharged across the Borough.

General

- 16 Develop strong relationships with agencies at a national, regional and local level, including Greater Manchester and the Bolton health partnership to enhance partnership working and develop joint approaches to delivery of shared outcomes and resources.
- 17 Contribute towards the effective delivery of strategies to ensure provision of fully integrated and accessible services to children, young people and their families.
- 18 Ensure a consistently high quality of response to all children and young people through effective management of resources, service planning and monitoring and budget management, leading improvement and change as necessary
- 19 With the Assistant Director, Joint Commissioning ensure that provision commissioned delivers against targets and that the views of those using services inform decision-making.
- 20 Monitor the provision made for, and progress made by, children and young people with additional needs, including those placed outside the Borough.
- 21 Promote effective communications across the service so that the Council and service plans and aspirations are understood and used to support service development.
- 22 Undertake such other duties and responsibilities as may be determined by the Council (or nominated representative).

Date Job Description prepared/updated:

Job Description prepared by:

Person Specification

Department DEPARTMENT OF PEOPLE

Job Title HEAD OF SEND & INCLUSION

Stage One	Disabled Candidates are guaranteed an interview if they meet the essential criteria	
The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
1.	Skills and Knowledge	
1.	Ability to use persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes	Interview and Assessment
2.	Able to be innovative, creative and think through issues and problems not dealt with before to a conclusion	Interview and Assessment
3.	Ability to analyse complex problems, develop and investigate a number of options/solutions and their viability, evaluating risk against a shifting background	Interview and Assessment
4.	Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences	Interview and Assessment
5.	Knowledge of key Education and Health & Social Care National Policy drivers and agendas, relevant legislation and broader influences related to the role	Application, Interview & Assessment
6.	Understanding of SEND services delivered by the LA/CCG and its associated responsibilities, and of inclusion services for children in education	Application, Interview & Assessment
7.	Knowledge of the responsibilities of the Council under Section 19 of the Education Act and requirements for alternative provision	Application, Interview & Assessment
8.	A clear understanding of local government and/or the NHS including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area	Application, Interview & Assessment
9.	Sound knowledge of the Code of Practice (2014) and all statutory responsibilities relating to supporting those with SEND	Application, Interview & Assessment
10.	Competencies – Please note the council's corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document	Interview

2. Experience/Qualifications/Training etc	
1. Evidence of continued professional, managerial and personal development	Application and Interview
2. Degree or equivalent Professional Qualification in relevant subject area of health, social care or education	Application
3. A proven track record of successful strategic leadership within a School, Health or Children's Services Function	Application and Interview
4. A proven track record of leading, motivating and managing multi-disciplinary teams that have delivered excellent performance and continuous service improvement	Application and Interview
5. A proven record of success in leading and championing organisational and cultural change within a complex environment and political context	Application and Interview
6. Evidence of successful resource management, including the resolution of conflicting priorities, formulating budgets and applying rigorous monitoring and control procedures	Application and Interview
7. A proven record of success in engagement with a wide range of internal and external bodies, building partnerships and working relationships and positively promoting organisational reputation and interests	Application and Interview
8. A proven record of success in creating equality in service delivery and employment	Application and Interview
9. Experience of managing and successfully delivering a number of projects simultaneously	Application and Interview
10. Experience of using both qualitative and quantitative data to make informed decisions	Application and Interview
11. Evidence of effective engagement with parents, carers and young people to develop co-produced approaches	Application and Interview
3. Work Related Circumstances	
1. Able to work flexibly to meet the demands of the service (including evenings and weekends as necessary)	Application and Interview
2. This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council's requirements, in line with the Travel Costs Reimbursement Policy	Application and Interview
3. This post is subject to an enhanced disclosure from the Disclosure & Barring Service	Satisfactory DBS Disclosure

Date Person Specification prepared/updated:

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These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period

Developing Self & Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality & Diversity

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

Health & Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.