

# Job Description

## Head of SEND Strategic

Role Profile	Grade P
Service/Team	Education and Skills, SEND
Reports to	Director of Education and Skills
Responsible for	Approximately 6 direct reports
Number of posts	1

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole** and plays a key role in the Council's senior management team in discharging corporate objectives, influencing strategic decision making, assessing and mitigating corporate risk (together with first tier Council Officers) by providing effective and impactful leadership that leads to positive outcomes for children and young people.

### Job Overview

To work with colleagues in Children's Services, across the council and in partner organisations to develop and agree a clear vision and strategy for the SEND service area, based on:

- the needs of children, young people and families in Bournemouth Christchurch and Poole now and in the future
- political and corporate priorities
- best practice nationally implementing in Bournemouth Christchurch and Poole
- impactful and effective leadership that delivers positive outcomes for children, young people and their families with SEND

Ensuring 'right support, right time and at the right place', reducing the demand into SEND statutory and specialist provision where appropriate.

### Key Responsibilities

- To lead the SEND Strategic service, instilling a clear sense of direction, priority and pace across the service, ensuring clarity of goals at a service, team and individual level, conveying how they support the fundamental purpose of the council and service and energising staff towards their achievement (Management of up to 6 diverse areas)
- Shape the strategic direction of the service by leading on planning, management and organising of the Quality Assurance, Education Psychology, Early years and policy and process services in SEND to ensure the delivery of statutory obligations of the service and improve outcomes for families and their children.
- To lead and champion a culture of strong partnership working across all disciplines, creating a child centred pathway that ensures, solid child centred SEN practice across the BCP local area.

- To ensure effective operation of the service in line with the vision and strategy, working in partnership with others as necessary – schools, children’s centres, local health providers, the police, voluntary sector providers, private providers, and other council partners.
- To lead, influence and promote inclusive approaches to education, ensuring the active involvement of all partners, parent / carers and colleagues to promote and enable the inclusion of children and young people with SEND as part of the wider approach to inclusion of all children and young people so that as many children and young people can have their education, health and care needs met with mainstream education services.
- Lead and manage a large number of teams covering a range of professions and specialist disciplines which include Education Psychology, Early Years, Quality Assurance, Special Educational Needs and Disabilities and Policy & Process to ensure the delivery of good standards of assessment, outcome planning, care support and personalised support to Children and Families which meet statutory responsibility of the service.
- Act as the operational lead for Educational Psychology with clinical knowledge of guidelines and framework.
- Liaison with an external commissioned principle Educational Psychologist on clinical matters, supervision and guidance.
- Manage conflicting priorities, timescales and deadlines and lead staff effectively across the full range of responsibilities. Developing effective and lasting solutions to problems which arise
- To ensure staff are equipped to deliver through effective recruitment, line management, skills audits, practice learning reviews, learning and development programmes and the fostering of a supportive working environment.
- To develop systems for gathering and making use of information about the performance and impact of the service and provide briefings, performance reports and advice on matters relating to the service to the Director of Children’s Services, the lead member for Children Services, elected Members, regulators, other stakeholders and council officers.
- To manage the budget for the service area in line with the agreed strategy, including ensuring that financial governance arrangements are followed, and that appropriate action is taken where income or expenditure is not in line with the approved budget, managing the efficient use of resources within the service area, and ensuring value for money in terms of service delivery.
- To demonstrate a commitment to continual improvement in service delivery, including through keeping up to date with developments in the service area, nationally and locally, and establishing a learning culture within the service
- Develop, implement and embed a Quality Assurance Framework for SEND to ensure that decisions are made with an appropriate understanding of evidence and risks enabling a fit for purpose service to be delivered.
- Lead and manage the development of an annual SEND Partnership Self Evaluation process across BCP place, with a clear annual plan of improvement based on evidence across the partnership.

- To produce analytical reports including qualitative and quantitative data, findings and make recommendations to improvement frontline practice, services contributing to improved outcomes for children and their families.
- To coordinate and manage responses to consultation papers from Government departments and elsewhere. Keep the Director of Children's Services, Director, Officers, Councillors and other senior colleagues appropriately informed about strategic developments and relevant SEND legislation;
- To effectively engage children, young people and their families in the operational work in evaluating services by ensuring children, young people and their families voices are reflected in practice learning reviews and quality assurance activity to inform overall analysis of the service and help to determine future direction of travel and strategy.
- To support the development of learning resources and materials from practice learning reviews and other quality assurance activities.
- To work collaboratively with practitioners, managers, and partners, to reflect on practice to inform practice learning reviews and Quality Assurance activity
- To identify opportunities to maximise resource for traded, training, workforce development as a response to need and emerging need.
- Contribute to the development, alignment and execution of departmental procedures likely to impact upon or be influenced by practices to sustain and develop high quality standards practice.

### **Specific Qualifications and Experience**

- Degree in a relevant subject or be able to demonstrate equivalent knowledge, skills, and proven experience of strategic development in the related service area.
- BPS accredited via a degree in psychology
- Post-graduate management qualification or equivalent management experience.
- Deep specialised knowledge of developing and implementing strategies that contribute to and improve the position of the function across the organisation.
- A detailed understanding and awareness of the government agendas relating to SEND and /or Education or health services and the ability to translate them into service requirements.
- Substantial level of senior level leadership experience, providing depth and breadth of knowledge to act with credibility at this level.
- Extensive experience providing a depth and breadth of knowledge across an organisation or acting as organisation's subject matter expert in own specialist area.
- Substantial experience of leading high-profile innovative projects and partnerships that have a long-term and wide-ranging community impact and reputational risk for the Council.
- Ability to lead, manage and develop a team to deliver high profile services across the organisation
- Experience line managing an educational psychology service operationally with knowledge of clinical guidelines and framework.
- Strong influencing and stakeholder management skills and the ability to build relationships at a political, senior and management level.

- High level of personal credibility, integrity and emotional intelligence.
- Extensive experience of providing high quality services to children and young people in a context where processes to assess quality are required to be set up.
- Extensive experience and knowledge of the legislative and inspection frameworks including understanding what 'good' and 'outstanding' practice looks like.
- Extensive experience of implementing planning, commissioning and performance frameworks in a multi-disciplinary and partnership environment
- Demonstrable commitment to diversity issues in both service provision and employment practices and evidenced achievement of positive outcomes
- Extensive experience of writing detailed qualitative and quantitative analytical reports with clear recommendations and actions to improve practice and services.
- Significant knowledge of Financial Regulations and Budget Management

### **Personal Qualities & Attributes**

- Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service
- Ability to use management information to judge service performance and to devise and implement service improvement strategies
- Ability to translate corporate policies into tangible service improvements
- Ability to build effective and productive working relationships with colleagues and partners.
- Ability to manage, lead and motivate staff and foster their development.
- Excellent verbal communication skills ensuring effective working with professionals, children, young people, and families.
- Excellent analytical skills
- Ability to research and understand detailed information on new areas of work to inform process.

### **Job Requirements**

- DBS check required
- The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the needs of all service users and stakeholders.
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

*This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.*