

	Job Title	Head of Inclusion (incorporating Head of the Brent Virtual School for Looked After Children)
	Department	Children and Young People
	Section	Integration and Improved Outcomes
	Grade	Hay 4
	Reports to	Operational Director
	Staffing Responsibility	4 direct reports
	Organisation	<i>Structure chart attached.</i>

Job Purpose:

1. To support an Operational Director in securing the continuous development, improvement, efficiency and success of the Department as a whole through effective leadership, budget management, strategic direction, planning, management and governance.
2. To lead the development, planning and delivery of a service to meet the current and future needs of users within available resources.
3. To lead and develop a range of high quality inclusion services:
 - Integrated statutory services for children and young people with special educational needs and disabilities (SEND), incorporating the Educational Psychology Service.
 - SEND Outreach services, incorporating Specialist and Inclusion Support services;
 - Virtual School for Looked After Children;
 - Strategic planning and service development.
4. To support corporate initiatives relating to social and educational inclusion.
5. To play a leading role in relevant partnerships and multi-agency networks.
6. To contribute to the delivery of corporate priorities and objectives.

Dimensions:

Will manage annual budgets in excess of £40 million

Principal Accountabilities:

1. Work closely with colleagues on the Children & Young People's Services Senior Leadership

Team (CSLT) and make a proactive contribution delivering departmental and corporate objectives.

2. Lead and manage a portfolio of customer focused services in alignment with both corporate and departmental aims and priorities.
3. Provide leadership and management to achieve high performance and effective operational delivery; including the management and effective use of resources and staff.
4. Work closely with the Operational Director to support effective working relationships with relevant portfolio holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
6. Lead and manage a portfolio of customer focused services in alignment with both corporate and departmental aims and priorities including:
 - Integrated statutory services for children and young people with special educational needs and disabilities (SEND), incorporating the Educational Psychology Service.
 - SEND Outreach services, incorporating Specialist and Inclusion Support services;
 - Virtual School for Looked After Children;
 - Strategic planning and service development.
7. Produce and implement a business plan for the service area that includes stretching and shared performance targets.
8. Provide leadership to ensure that the staff directly managed are fully engaged, motivated and delivering to their full potential in line with council values, policies and expectations.
9. Ensure that the council fulfills its statutory duties and responsibilities in relation to pupils who are Looked After by the Local Authority, permanently excluded from school, at risk of exclusion or with health needs.
10. Ensure that effective support and challenge is provided to professional staff in schools/settings and governing bodies.
11. Ensure that high teaching and learning standards are maintained at all alternative and additionally resourced provision and settings accountable to the Council.
12. Work in close partnership with external and internal partners to ensure a creative and collaborative approach to educational and social inclusion, policies and strategies.
13. Establish effective behaviour and inclusion management strategies, policies and procedures that promote integration and continuous improvement.
14. Develop an integrated approach to services for children and young people with special education needs.
15. Develop effective working relationships with relevant portfolio holders, maintain budgetary control of the service, and deliver well-managed services, working in accordance with the council's corporate standards and financial regulations.
16. Ensure the monitoring of schools on all behaviour issues and provide robust data and challenge to all schools.
17. Share information and intelligence relating to educational and social inclusion.
18. Contribute to relevant strategic commissioning responsibilities with partner agencies.
19. Take the strategic lead in the development of Pupil Referral Units and Additionally Resourced Provision.
20. Work closely with the Operational Director to support effective working relationships with the relevant Cabinet member.
21. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
22. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
23. Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations, regulatory and government functions involving the use of a wide range of interpersonal skills.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Management and leadership of a high performance team.
- Lead role in the development of the Council's services in this area.
- Operates within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.
- Leads on relevant policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.

DBS Status	Basic
Politically Restricted	Yes

Person Specification

Job Knowledge, Skills & Experience:

Specify the qualifications, experience, skills and abilities required.

All criteria are essential

Knowledge and Qualifications:

- Educated to degree level
- Relevant professional qualification (e.g. QTS).
- Evidence of significant relevant Continuing Professional Development (CPD).
- Substantial knowledge and understanding of special education needs and disabilities.
- Substantial knowledge of education policy and practice and the current legislative, professional and financial context in which the service operates.
- Knowledge of current practices, developments and trends in the education of young people with learning and behavioural difficulties, particularly those excluded from education.
- Knowledge of ways to analyse and interpret data to improve service outcomes.
- Knowledge of mechanisms for consulting and involving children and young people and their carers.
- Understanding of the requirements, guidance, regulation and legislation governing safeguarding from both a local authority and partner perspective.
- Good understanding of relevant leadership and management strategies and how to use these to overcome any potential barriers to effective joint working at a strategic or operational level.

Experience:

Proven track record of:

- Consulting and involving children and young people in service design and delivery.
- Achievement at a management level in a similarly large and complex organisation.
- Delivering customer focused services and service improvements in the context of a highly diverse community.
- Strategic and operational planning for behaviour and attendance management.
- Building effective relationships with head teachers and governing bodies.
- Curriculum development, planning and management.
- Managing demands and pressures on the service and tight deadlines.
- Ensuring that services are effectively resourced and delivered to the required standard.
- Planning for the medium and short-term development of services, anticipating priorities, the changing landscape and the need for future service.
- Leading and implementing change to secure improved outcomes.
- Performance and information management.
- Managing and monitoring budgets.
- Working collaboratively with a range of service managers and promoting service integration.
- Partnership and multi-agency working.
- Working with elected members.

Skills and Abilities:

- Strong leadership and management skills including people, performance and budget management
- Strong communication, negotiating and influencing skills
- Ability to work collaboratively corporately and departmentally creating a strong team spirit
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism
- Ability to produce effective service plans that contain stretching targets and deliver improved outcomes.
- Ability to think strategically.
- Ability to work in partnership and multi-agency arrangements.
- Ability to use quantitative and qualitative information as a basis for analysing problems, agreeing actions and securing improvements in services.

Structure Chart – Inclusion Service

