

	Job Title	Head of Inclusion
	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 play a full role as a member of the Children’s Services Leadership Team, led by the Strategic Director CYP (Statutory Director of Children’s Services).
2. 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 thinking, planning, management and governance.
3. To lead the development, planning and delivery of a service to meet the current and future needs of children and young people within available resources.
4. 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;
5. To support corporate initiatives relating to social and educational inclusion.
6. To play a leading role in relevant partnerships and multi-agency networks.
7. To contribute to the delivery of corporate priorities and objectives.

Dimensions:

Responsible for an annual budget of approximately £40 million.

Principal Accountabilities:

1. Work closely with colleagues on the Children's Services Leadership Team (CSLT) and make a proactive contribution delivering corporate and departmental objectives.
2. Lead and manage a portfolio of child centred 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 Cabinet 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;
7. Develop an integrated approach to services for children and young people with special educational needs.
8. Ensure that the council fulfills its statutory duties and responsibilities in relation to pupils with SEND, those who are permanently excluded from school or who are at risk of exclusion.
9. Produce and implement a service plan that includes stretching and shared performance targets.
10. Through effective quality assurance methods promote high teaching and learning standards at all alternative and additionally resourced provision and settings that are accountable to the Council.
11. Work in close partnership with external organisations to ensure a creative and collaborative approach to educational and social inclusion, policies and strategies.
12. Maintain budgetary control of the Inclusion service, delivering well-managed services, working in accordance with the council's corporate standards and financial regulations.
13. Contribute to relevant strategic commissioning responsibilities with partner agencies.
14. 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.
15. 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.
16. 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 performing 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	Enhanced
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 educational 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 challenges.
- 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 and Knowledge:

Demonstrating experience of and/or knowledge of the following:

- 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.
- Understanding of how to plan and deliver services that improve outcomes for children at risk of exclusion from schools and settings.
- Extensive knowledge of SEND, inclusion support systems and of the needs of looked after children.
- Building effective relationships with head teachers and governing boards.
- Managing demands and pressures on the service and tight deadlines.
- Planning for the medium and short-term development of services, anticipating priorities, available resources, the changing landscape and the need for future services.
- 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, 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

