

**Job Description**

**Job Title:** Strategic SEND Lead

**Salary Grade: Soulbury 24-27**

**SCP:**

**Directorate:** TFC Education

**Reports to:** Director of Education

**Purpose:**

To ensure that the Local authority’s statutory responsibilities in relation to SEND are fulfilled. To ensure the provision of an effective and comprehensive SEND service to children and families. To support the Director of Education in implementing the strategic aims of the service.

**Principle responsibilities:**

Strategic leadership, planning and management of the full range of SEND activities contributing to the achievement of improved outcomes for children, young people and their families by aligning service to the vision and priorities; working with colleagues across schools and academies, and all partners and relevant stakeholders to deliver corporate priorities, optimising the effective and efficient use and deployment of resources.

Lead on the coordination and continued implementation of the SEND reforms which will involve providing direct professional, strategic and operational guidance to specialist staff.

Lead the governance and quality assurance of all aspects of SEND including all performance and policy related information and audits.

Lead on statutory compliance and regular review of all SEND area wide policies and the co-ordination and implementation of strategies in all of the service areas.

Lead on all consultation and coproduction processes and determine priorities across the various services and with all partners.

To make provision for effective communication systems which ensures stakeholders, members, officers and partners are involved with, and contribute to, key decisions.

Keep up to date on new and changing statutory and inspection requirements in relation to all aspects of SEND.

Lead responsibility for the shaping, design and delivery of SEND services. Developing performance review frameworks and ensuring a consistent approach to performance management, quality standards and service delivery.

Devise and seek agreement, through relevant bodies and statutory forums, systems which facilitate the access to SEND and inclusion under the relevant legislation, codes or practice and local policies and protocols.

Interpret strategic plans and outcomes into operational delivery plans, (which deliver within financial and resource constraints).

Lead on ensuring compliance with formal inspection and audit systems and support the effective inspection of services by regulatory bodies and external inspectors.

To produce reports for the Council, Cabinet, Scrutiny and other committees.

Chair multi-agency partnership and stakeholder meetings.

Lead on the provision of comprehensive information, advice and guidance of a highly complex nature to TFC colleagues, schools, academies and colleges, partners, service users and parents.

Contribute to the strategic direction of TFC and represent the TFC on SEND at a national, regional and local level, deputising for Director Education as required and as appropriate.

**Key Accountabilities**

As a member of the Education Services Senior Management Team, contribute to the formulation and implementation of strategic direction, policy framework, prioritisation and business planning, to ensure that Together for Children is well placed to deliver statutory functions in relation to SEND and the safeguarding of vulnerable children and relevant and responsive education services as part of the wider organisation.

Support the Director on the provision of excellent education support services that meet statutory requirements and comply with the strategic direction, policy framework and financial limits; provide effective and visible leadership to create a highly motivated service that works collaboratively to deliver improved outcomes for children and young people.

Establish, develop and maintain effective partnership working arrangements

with key partners and stakeholders, including Elected Members, schools, health services, the Police and voluntary sector organisations; in particular, ensure effective liaison and coordination with schools and the wider education partnerships.

Develop and support a culture of innovation and enterprise within the organisation so that individual services are flexible, adaptable, multi-agency and child-focused, and the whole organisation learns from its mistakes, shares knowledge about what works, challenges existing practice and develops new models of service delivery.

Lead and direct teams within the SEND Service.

Lead and take responsibility for all aspects of people management including the recruitment, appraisal, performance management and development of the workforce.

Lead the SEND service with the management, deployment and control of delegated budgets and financial resources, maintaining high standards of financial probity and ensuring services deliver excellent value for money.

Establish and achieve a performance management culture across all education services; ensure clear and measurable targets are set with service managers and that these are monitored and discussed regularly in order to continually drive improvement.

Support the Director of Education Services in leading on the overall quality of services in line with the quality assurance framework, liaising with the Director of Performance and Quality Assurance to identify areas for development and plan and implement service improvements including the delivery of school improvement related to leadership performance and capability.

Develop and deliver an effective and timely communication strategy within and across the education business areas, so that key messages are conveyed to employees, partners and other stakeholders in a consistent way, and they are informed of the issues and developments that affect them and which influence the strategic development of the organisation.

Develop and promote mechanisms to seek out, listen to and respond to the views and ideas of managers, employees, partners and other stakeholders (particularly children and young people) in order to ensure services are relevant, responsive and truly focused on meeting identified needs.

Build and maintain effective communication and information sharing with Headteachers, Deputy Headteachers, governing bodies, academy sponsors, free schools and other education providers, developing a joined-up approach to school support services across the city.

Engage in and promote effective networking at local, regional and national level to ensure that education support services are responsive to national developments and leading practice.

At a strategic level, champion the promotion of diversity and equalities in the development and delivery of services and in all aspects of people management.

Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.

**Statutory Requirements**

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation.



**Person Specification**

**Job Title: SEND Strategic Lead**

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| **Essential Requirements**  |
| **Qualifications:*** Educated to degree level.
* Evidence in continuing professional development/management development.
 | Application Form  |
| **Experience of:*** Significant experience in SEN and Disability arena either in Education or Social Care or Health.
* Effective management of a pressurised workload and ability to set and meet deadlines.
* Managing change at a senior level in services for children and or other services, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services in a more efficient way.
* Having a successful track record and background of consistent achievement as a senior manager in a large complex and comparable organisation, preferably either in a local authority or education setting.
* Having a successful track record of the provision of customer-focused, modern and efficient services for children, with high levels of customer satisfaction.
* Successful strategic budget management in a comparable organisation, evaluating competing budgetary priorities within tight financial limits, including financial planning, monitoring and control.
* A demonstrable successful track record of working effective in partnership with a wide range of internal and external bodies to deliver better outcomes for people.
* Establishing effective performance measures and the achievements of targets and objectives in accordance with specified deadlines.
* A proven track record of communicating effectively to a wide range of audiences both internally and externally to achieve the corporate and service objectives of a comparable organisation.
* Working closely with services users and carers to gain their involvement in the commissioning and delivery of services.
* Working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve corporate and service objectives of the organisation.
* Leading cross cutting projects e.g. leading on the implementation of new models of service delivery.
* A commitment to the protection and safeguarding of children and young people at risk of abuse
* Utilising highly developed oral, written and presentation skills.
 | Application Form/ Interview/Presentation/ |
| **Knowledge and understanding of:*** The legislative frameworks, key issues and best practice relevant to SEND.
* Ability to use SEN case management systems.
* Good knowledge of other related legislation governing Adult Social Care, the Children’s Act, safeguarding processes and the Equality Act.
* Thorough knowledge of services and agencies that might be involved in Education Health Care Plan delivery.
* The Company’s values and objectives.
* Taking a long-term view, sets goals, and evaluate the impact of ideas and policy decisions; including creative thinking skills with the ability to improve services develop new ways of working, and find appropriate solutions to complex issues;
* Being a strategic thinker, able to manage a complex multi-disciplinary organisation.
* Having a commitment to developing services to improve the outcomes for vulnerable children.
 | Application Form Interview |
| **Ability to:*** Articulate a clear vision and strategy for how functions can be integrated to improve and transform outcomes for children, and experience of translating policy and strategy into tangible outcomes for the benefit of children and/or stakeholders.
* Raise and address (where appropriate) issues of poor practice and performance.
* Analyse data and identify trends, prepare reports and presentations with good computer skills.
* Be an excellent communicator with the ability to establish and develop positive relationships with Elected Members, Strategic Leadership Team, Heads of Service, school leaders, managers and employees of all levels, union representatives and the local community that generate confidence and collaborative working.
* Build effective teams and relationships that are not limited by service area boundaries or hierarchies.
* Analyse complex issues and to think and act strategically and to develop practical and creative solutions to the management of corporate and strategic issues.
* Acquire new knowledge and skills.
* Operate effectively within an integrated corporate structure and provide leadership on cross-boundary, multi-disciplinary issues.
* Develop, communicate and gain ownership for a clear vision and direction, demonstrating skills to empower, motivate and develop teams.
* Ensure equal access to and treatment in employment and services.
* Successfully manage service budgets to ensure Together for Children’s financial objectives are met and efficiencies delivered.
* Establish direction, influence others towards shared goals and empower, inspire and motivate individuals.
* Show a commitment to the Together for Children’s vision and core values.
* Personal and professional demeanour and credibility which commands the confidence of Elected Members, senior managers, employees, the local community, external partners and other stakeholders.
* Act and think corporately with a collaborative style that empowers others.
* Lead by example.
* Be highly motivated and not easily discouraged.
* Show a high degree of probity and integrity.
* Show a commitment to learning.
 | Application Form/ Interview |