

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: EARLY HELP AND SCHOOLS

SECTION: SCHOOL IMPROVEMENT TEAM

LOCATION: Number One Riverside

JOB TITLE: Strategic Lead for Inclusion and Alternative Provision

POST NUMBER:

Grade: **Soulbury 8-11**
£51,125- £55,520 (Opportunity for up to 3 additional SPA points)

Accountable to: Head of Schools

Accountable for: Fair Access Officers, Fair Access Support Officers, Outreach teachers, APST team, AP QA Officer, Equalities Support Officers,

Hours of Duty: This post is subject to normal working hours (37 hrs) the actual periods to be agreed with line manager.

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

The Post Holder will be expected to undertake a certain amount of travelling in the execution of his/her duties for which the appropriate allowances will be paid.

Some evening and weekend work.

Appointment to this post is subject to an enhanced DBS including a barred list check against the child workforce

This post is Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart



PURPOSE AND OBJECTS OF THE JOB

1. To lead, oversee and manage the work of Fair Access and Alternative provision development across the service.
2. To work with schools to develop inclusive practice across the school system
3. Embed inter-relational working practice between AP and other parts of the local system, including mainstream education, SEN and disability (SEND), early help and social care, and local health services
4. To support schools to commission quality alternative provision and develop LA commissioning arrangements alongside SEND colleagues.
5. To work with schools to improve outcomes for pupils in the Borough to include vulnerable children and young people
6. To work with schools to reduce the number of children and young people who are suspended and or are permanently excluded
7. To work with local pupil referral services to commission 6th day provision.

Control of Resources

Personnel

To manage the time and oversee the work of officers employed by the LA to cover aspects of work for which you have a responsibility.

To share in the general support for Schools Service staff.

Financial

To work in accordance with financial regulations and procedures of the Council.

To prepare bids and manage grants from appropriate sources as directed by the Head of Schools.

Equipment/Materials

To share the general management of resources in the Service's base.

To keep oversight of resources related to your areas of responsibility and order new stock within delegated budgets.

To advise the Head of Schools and Senior Managers of the need for servicing or replacement of equipment/stock related to your areas of responsibility.

To ensure the efficient, effective, economic and safe use of resources in accordance with the Council's policies and priorities.

To adhere to the Council's regulations regarding the use of ICT, e-mail and intranet/internet access

Health/Safety/Welfare

To contribute positively to the management of Health and Safety in accordance with the Council's policy.

To contribute to the care and welfare of self and of all colleagues in the Schools Service and across the other Service areas.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

All staff in the Early Help and Schools Service, in schools and with other staff of the Council as may be appropriate including elected members.

External

Headteachers, Governors and school staff.

Other Local Authorities, Higher Education, Alternative Provision providers and other training institutions, DfE, OFSTED, and other agencies associated with Education.

Responsibilities

The post holder must:

1. Perform the duties of the post in accordance with RBC's Equality and Diversity policy.
2. Ensure that RBC's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.
4. Work with colleagues in the Early Help and Schools Service and other Service areas to improve the outcomes of our pupils.
5. Contribute to the production, implementation, monitoring and evaluation of effective service plans in line with Service and Council guidance.
6. Develop skills to meet the needs of the job and to respond flexibly to change in order to meet the needs of the Service.
7. Foster effective working relationships with colleagues in the Early Help and Schools Service and across the related Service areas by building mutual confidence and respect.
8. Foster effective working relationships with Alternative Provision providers from within and outside the Borough of Rochdale.
9. Ensure that the legal, statutory and other relevant provisions governing or affecting the service provided are strictly adhered to.
10. Be able to attend evening meetings as required and be responsive to the needs of schools.

Principal Duties

1. To lead, manage and oversee the efficient work of the Fair Access Team and Alternative Provision QA officer.
2. To oversee the analysis of performance against key indicators for all teams, prioritising areas for improvement in service delivery
3. To oversee the analysis of suspensions and permanent exclusions within the school system

4. To develop the teams, so that they are productive, effective and deliver a high standard of provision and support to all pupils in the borough against strategic priorities
5. To monitor, review and evaluate the impact of strategies to improve access, attendance, participation and engagement of students in schools and in post 16 provision.
6. To support and challenge schools and educational settings to secure effective inclusive practices and procedures, reducing the number of suspensions and permanent exclusions from and within schools.
7. To support schools to Increase the number of pupils successfully reintegrated back into mainstream schools from the pupil referral service.
8. Strengthen processes and practice for children requiring access to education via Section 19, acting as the lead contact for the Local Authority.
9. Monitor and improve the educational and wellbeing outcomes of children and young people who use alternative provision

10. Improve and develop the commissioning of independent providers
11. To line manage team members, providing them with regular supervision, to meet as individuals and in teams and for the implementation of performance management.
12. To provide advice and guidance on whole school issues relating to inclusion, exclusion and alternative provision.

Secondary Duties

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head of Schools (or nominated representative) from time to time in consultation with the postholder and if he/she wishes with his/her trade union representative.
2. To represent Rochdale regionally and within the Greater Manchester combined authority relating to the service areas.

Job description prepared by Katie Charlton 2024

**Rochdale Borough Council
Person Specification**

| | | | |
|------------------|-------------------------------|----------------------|---|
| Service : | Early Help and Schools | Post: | Strategic Lead for Inclusion and Alternative Provision |
| Section : | School Service | Post Number : | |
| Job Ref: | RO23281 | Grade: | Soulbury Scale 8-11 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

| Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment P Presentation |
|--|--------------------------------------|---|
| (a) Qualification and Experience | | |
| 1 Please detail your experience in working in schools and/or the LA to removing barriers to learning for vulnerable children and/or young people. | E | AF//P |
| 2 Please detail your proven, successful experience of management within children's services. | E | AF//P |
| 3 Please give examples of the professional development you have undertaken in the last three years relevant to this post | E | AF/I |
| 4 Please give examples of how you have worked successfully in schools to support children and young people | E | AF/I |
| 5 How have you implemented policy and systems and what has been the impact on vulnerable children and young people? | E | AF//P |
| 6 Please detail your Level 6 qualification or above (or equivalent). | E | AF/Presentation of certificate |
| (b) Skills and Knowledge | | |
| 1 Please detail your articulate vision and values in relation to inclusion, AP and SEND. | E | AF//P |
| 2 Please give examples of your knowledge of issues and legislation in relation to schools, inclusion, AP and current developments in children's services | E | AF/I |
| 3 How have you demonstrated strong, effective, high standards of management and coordination in your roles to date? | E | AF/I |

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|---|---|---|---|
| 4 | Please give examples of your knowledge of issues relating to Exclusion and attendance of vulnerable children and young people | E | AF/I |
| 5 | How have you fostered and maintained a positive, proactive approach to team working, including relationships with children/young people, Headteacher, families and carers and a commitment to joint working across agencies/professionals. | E | AF/I |
| | Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment P Presentation |
| (b) Skills and Knowledge (continued) | | | |
| 1 | Please provide details of your experience of analysing data and evaluating impact of strategies to improve outcomes for children and young people. | E | AF/I |
| 2 | Please give examples of your excellent communication skills both written and orally and in preparing reports for schools, Senior Leaders and a range of professionals. | E | AF//P |
| (c) Behaviours and Values | | | |
| 1 | <p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Be aware of and apply these behaviours at all times.</p> <p>Please confirm you are willing to adhere to these values and behaviours.</p> | E | AF/I |