

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Early Help and Education

SECTION: SEND

LOCATION: Number One Riverside

JOB TITLE: Assistant Head of SEND - Operations

POST NUMBER:

Grade: SM1

Accountable to: Assistant Director – Children’s Services

Accountable for: Delivery of Statutory Duties around SEND and operational delivery of internal delivery for related and externally commissioned services

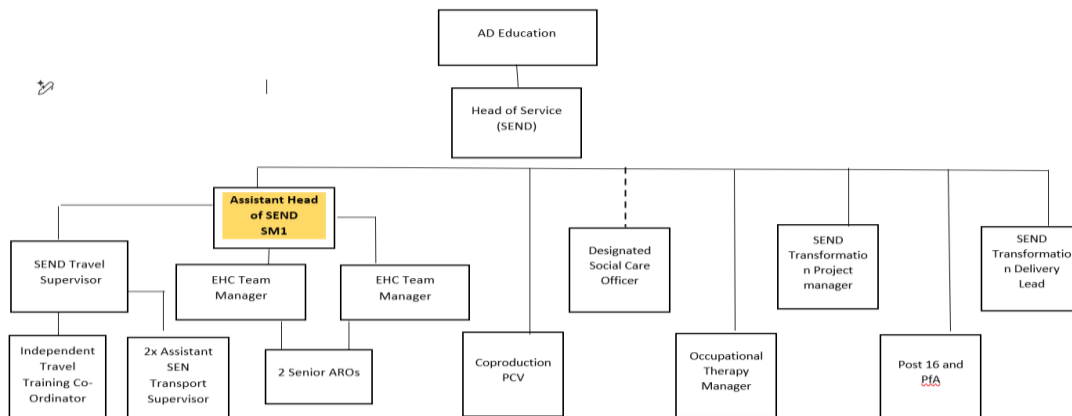
Hours of Duty: 37 flexible working hours in accordance with the needs of the service.

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.

Occasional out-of-hours working, which will be compensated for in accordance with the Local Conditions of Service

This post is not Politically Restricted in accordance with the current regulations

ORGANISATIONAL CHART



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

PURPOSE AND OBJECTIVES OF THE JOB

The Assistant Head of SEND – Operations SEND Service Manager will be responsible for the Rochdale Local Authorities internal SEND services and oversee support the commissioning and quality assurance of external provision to meet the needs of this cohort of children and their families. The post holder will act as an expert advisor to Children’s Service’s Assistant Directors in support of statutory compliance around SEND. The role will oversee the operational delivery of the Education Health and Care Planning Team (EHCP). The post holder will lead the strategic direction of the team in partnership with a range of stakeholders. The Assistant Head of SEND – Operations ~~SEND Service Manager~~ will ensure statutory compliance around the councils’ key SEND functions and manage internal resources to best meet the needs of children with SEND.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder’s control, including day-to-day management.

Financial

To work in accordance with Financial Regulations and procedures of the Council and responsible for the financial control of budgets allocated directly or indirectly to staff within the Children & Young People with SEND

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder. To adhere to the Council’s rules and regulations relating to the use of ICT, email and intranet/internet access

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

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)

The post holder will work across multiple organisations and services in meeting the needs of children and families with SEND

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council’s Equality and Diversity Policy.

- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To lead and manage SEND services within the local authority including the Education Health and Care Planning process and projects delivered by the council.
2. To lead on performance, quality assurance and data developments in relation to SEND for the LA and Education.
3. To work in partnership with the Designated Clinical Officer, Designated Education Officer and the Designated Social Care Officer to implement continuous improvement in SEND, to design, mobilize and embed multi-disciplinary ways of working and projects at every level.
4. To lead on the commissioning of specialist placements for children with SEND and to support the development of an Educational Sufficiency Statement including market engagement and development.
5. To manage the operational delivery, implementation of an improvement plan for SEND Transport and SEND Travel Team
6. To work closely with the Head of SEND and Assistant Directors in children's services to improve performance and quality by designing and implementing new initiatives which support children at Early Help, SEN and EHCP level of need.
7. To lead teams within SEND in their preparation for and in response to inspections and to support inspection readiness, reporting and statutory compliance. To ensure that the Council's statutory responsibilities in respect of SEN are discharged and delivered to the agreed standards, eligibility criteria and procedures/guidance.
8. To coordinate, report on and undertake routine multi-disciplinary audits, quality assurance of SEN service delivery and implement improvement plans
9. To be responsible for the effective integration of the SEN and EHCP assessment, review and support.
10. To ensure that the child and family voice is central to care planning and service design.
11. To establish and maintain systems for the supervision, support, data, performance monitoring and development of all staff for whom the postholder has responsibility.
12. To promote best practice in relation to SEN by taking a lead role in collaborative working with Governors, schools, early year's settings and other providers of education services for children and young people with SEN/LDD, aged 0-25, including training/briefings as required.
13. To manage budgets and resources which are the responsibility of the postholder.
14. To contribute to service wide planning and to devise and deliver service team plans as required.
15. To ensure that high standards of customer care are consistently applied across all aspects of the service provision, ensuring that the voice of children and young people with additional needs and their parents/carers is heard and influences service development.
16. To oversee and respond to complaints, compliments, and freedom of information requests in a timely manner. To escalate risks and prepare business plans in relation to service progress issues.
17. To respond to and present the systems case in relation to tribunals and legal challenge
18. To devise SLAs, service specifications and contracts in conjunction with the commissioning team and to review and monitor contract performance including any traded services under the postholder's area of responsibility.
19. To establish and develop effective working relationships with colleagues within the council, Elected Members, other agencies including healthcare providers, the voluntary sector and community groups.
20. To prepare and contribute to high quality written reports and plans.

21. To represent the LA at regional meetings as required.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Charlotte Mitchell	Date	09/09/2022; Further amended 03/02/2026
	_____		_____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
	_____		_____
Service Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Health and Integration	Post:	Assistant Head of SEND – Operations
Section :	SEND	Post Number :	
Job Ref:		Grade:	SM1

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
(a) Special Working Conditions		
Do you have the ability to work flexible hours including evening and weekends on occasions where this is necessary	E	AF
Do you have the ability to travel across the borough and regionally and nationally as required	E	AF
(b) Qualifications and Experience		
Please confirm you are educated to degree level and significant experience in working in the field of SEND and Education Health and Care Planning Assessment and Review (EHCP)	E	(qualifications to be brought to interview)
Please explain your experience of supervising, managing and leading staff within public services during a period of change	E	AF/I
Please explain your experience of working with a diverse range of children and young people with SEN and/or disabilities and their families	E	AF/I
Please detail your direct experience of successful multi-agency working	E	AF/I
Experience of commissioning and managing contracts	E	AF
Please explain your experience of budget monitoring and delivering projects on time and to budget	E	AF
Please explain your experience of evaluation, audit and quality assurance and contributing to inspection readiness	E	AF/I
Please detail your experience of working with a range of professionals including Headteachers, to ensure the development of services and affect change.	E	AF/I
(c) Skills and Knowledge		
Please explain your high level knowledge of legislation as it relates to SEND and associated guidance i.e. SEND Code of Practice 2015.	E	AF/I
Please provide evidence of specialist knowledge of the EHCP Process and associated legislation and statutory requirements	E	AF/I

Please provide evidence of service design and improvement	E	AF/I
Please provide evidence of good organisational and effective time management skills	E	AF/I
Please explain your ability to work at both a strategic and operational level within a demanding environment	E	AF/I
Please detail your broad understanding of the wider children's services agenda.	E	AF/I
Please explain your ability to relate to a wide range of stakeholders and demonstrate excellent communication skills, both oral and written and including presentation techniques, including children, young people and parents and carers	E	AF/I
Evidence of codesigning services and processes with those with lived experience	E	AF/I
Evidence of leading and managing teams through a change process	E	AF/I
Please explain your ability to deliver operational services in a fast paced environment with multiple demands	E	AF/I
Please detail your Creative approach to problem solving across organisational boundaries	E	AF/I
(d) Behaviours and Values		
13 Approach the job at all times using the values set out below: <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 Please confirm you are willing to adhere to these values and behaviours.	E	AF/I