

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Schools and Inclusion

SECTION: SEND

LOCATION: Number One Riverside

JOB TITLE: Head of SEND

POST NUMBER:

Grade: SM3

Accountable to: Head of Schools – Children’s Services

Accountable for: Implementation of System Wide SEND Statutory Duties and leadership of SEND Provision

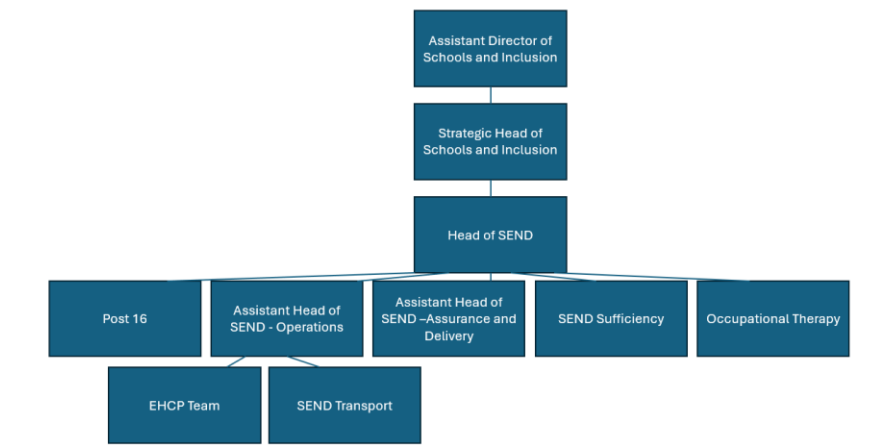
Hours of Duty: 37 flexible working hours in accordance with the needs of the service.

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.

This post is/is not Politically Restricted in accordance with the current regulations (*delete as appropriate*)

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 OBJECTIVES OF THE JOB

Children's services in Rochdale Local Authority is developing integrated provisions for children and families living with SEND. Together we work towards a common purpose, that every child will reach their full potential. The role of Head of SEND requires a strong leader, with significant experience of SEND Legislation and clear oversight of system provision. This helicopter viewpoint and system leadership will allow us to ensure joint improvement and delivery in partnership with a range of stakeholders. The role will support Assistant Directors in Children's Services and other Senior Leaders in the strategic delivery of the Rochdale SEND Strategy.

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 Service.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

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)

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. Lead the delivery of SEND Services and Strategy and associated improvement action plans.
2. Support the Head of Schools, AD and other senior leaders in the SEND Leadership team (SLT) in building sustainable partnership work across systems.
3. Support the delivery of integrated and inclusive, projects, programmes and solutions that improve access and raise achievement to improve outcomes and life chances for all children & young people with special educational needs and disabilities (SEND).
4. Working within an outcomes-based commissioning approach to service provision, ensure equity of access and high-quality delivery by schools, partnerships, areas or countywide as appropriate.
5. Oversee and lead inspection readiness across the system to evidence 'How much did we do?'; 'How well did we do it?'; and 'What difference did it make?'
6. Lead and manage engagement with Parent Carer Communities (including the harder to reach), Children and Young People's Voice and codesign officers.
7. Support the development of SEND related projects on a school, neighbourhood level as part of our Local Offer, Family Hub and Rochdale Ordinarily Available provision developments with Heads of Service
8. Develop innovative solutions to complex system wide issues in partnership with key stakeholders
9. Administer and programme manage SEND Governance and associated plans and risk registers; and chair a number of key meetings, sub groups and task and finish exercises develop and maintain effective, professional relationships at all levels of the SEND system
10. Be responsible for the development and implementation of a workforce strategy for SEND with regular evaluation of impact.
11. Address disparity by promoting inclusion and equality of opportunity for all children and young people and actively champion and advocate for the needs of children and young people with SEND and other vulnerable groups to improve their outcomes.
12. To undertake mapping of resource and inform commissioning intentions across stakeholders including Voluntary Community Sector.
13. To support the development of an Educational Sufficiency Statement and drive forward an improvement action plan
14. Support the commissioning of external specialist educational provision and quality assurance.
15. Implement a range of service integration projects as directed.
16. Working with strategic partners, colleges, training providers and employers, support strategies to improve and promote successful transition into education, employment and independent living and ensure appropriate Preparation for Adulthood pathways are in place for young people with special educational needs.
17. To lead on Transition for Children's Services with Assistant Directors across Children and Adults.
18. Develop mature data and patient record systems and develop the SEND JSNA to ensure that vulnerable children are visible and supported.
19. Represent the local authority as necessary on matters relating to SEND
20. To be responsible for the organization and management of all budgets and grants relating to the work of SEND and ensure financial resources are used within the Council Standing Orders.
21. Provide written and oral reports on SEND provision and outcomes to inform planning and improvement
22. Support and enable the council to fulfil its statutory duties in relation to SEND
23. Securing the delivery the Children and Families Act 2014, the Special Educational Needs and Disability Code of Practice: 0 to 25 years and other relevant legislation and guidance.
24. Working in partnership with Senior Team, Heads of Service colleagues and wider stakeholders, support the development of a coherent SEND offer within the emerging neighbourhoods model, linked to the wider Local Offer

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/Person Specification prepared by	C Mitchell _____	Date	09/09/22 _____
Agreed by Postholder	_____	Date	_____
Supervisor	_____ _____	Date	_____ _____
Service Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Education	Post:	Head of SEND
Section :	SEND	Post Number :	
Job Ref:		Grade:	SM3

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		
The ability and willingness to work flexible hours including evening and weekends on occasions where this is necessary	E	AF/I
The ability to travel across the borough and regionally and nationally as required	D	AF/I
(b) Qualifications and Experience		
Educated to degree level in relevant field or with professional qualification in teaching, social work or health	E	AF/I
Evidence of post graduate training and development	D	
Significant experience and expertise in the Special Educational Needs and Disability (SEND) field	E	AF//A
Project management qualification or experience of using project management methodology	E	AF/I
Extensive experience of supporting innovation and successful system change at a strategic level	E	AF/I
Experience of working with a diverse range of children and young people with SEN and/or disabilities and their families	E	AF/I
Experience of managing multiple staff teams	E	AF/I
Experience of budget monitoring and delivering projects on time and to budget	D	AF/I
Experience of evaluation, audit and quality assurance	E	AF//A
(c) Skills and Knowledge		
High level knowledge of legislation as it relates to SEND and associated guidance i.e. SEND Code of Practice 2015. Evidence of good organisational and effective time management skills	E	AF//
Ability to gather and analyse a range of information, data and views to inform decisions, evidence impact and drive continuous improvement.	E	AF/I
Ability to promote meaningful relationships with multiple stakeholders at all levels in order to achieve the best outcomes for children, young people and families.	E	AF/I

	Ability to communicate with credibility to a diverse audience in a highly effective and inclusive way	E	AF//A
	Willingness and ability to work at both a strategic and operational level within a fast paced and demanding environment	E	AF/I
	Evidence of service design and improvement	E	AF/I
	Experience of leading inspection readiness	E	AF/I
	A broad understanding of the wider children's services agenda.	E	AF/I
	Evidence of codesigning services and processes with those with lived experience	E	AF/I
	A good command of data and an ability to interpret complex information and present in a meaningful way	E	AF/I
(d) Behaviours and Values			
13	<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>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I