

Job Description and Person Specification Profile

Job Title	Head of SEND Improvement
Job ID	EH37
Service	Education - SEND
Grade	M
Reporting to	Assistant Director – Education and Inclusion

The Role

This role will (High level overview of the role and its purpose) *example* support the delivery of key People Plan objectives to support the effective management, growth and development of the workforce to support the corporate priorities. Through the provision of a comprehensive HR offer, the role will support policy and organisational change programmes.

Main Duties and Responsibilities include:

Strategic Leadership and System Leadership

- Lead and champion the Local Authority's SEND agenda, ensuring improved outcomes, inclusion, attainment, achievement, attendance and preparation for adulthood for children and young people aged 0-25 with SEND.
- Support the SRO for SEND Reform to implement SEND reforms, translating policy into local practice, ensuring organisational readiness for legislative and system change, and driving service transformation that improves outcomes, inclusion and experiences for children, young people and their families.
- Provide strategic leadership for the development, implementation and delivery of the SEND Improvement Plan for Tameside and associated improvement programmes.
- Provide senior leadership within the Local Area SEND Partnership, ensuring collective accountability across education, health and care partners for improving outcomes, experiences and inclusion for children and young people with SEND.
- Provide strategic leadership for preparation for adulthood and transition arrangements, ensuring effective pathways into further education, employment, training, adult social care, independent living and community participation.
- Lead the strategic development of co-production and participation arrangements with children, young people, parents, carers and representative groups, ensuring their views inform service design, commissioning, delivery and evaluation.

Strategic Planning, Commissioning and Sufficiency

- Develop and maintain effective multi-agency partnerships across education, health, social care and wider stakeholders to ensure integrated pathways and services for children, young people and families.
- Support strategic commissioning and joint commissioning arrangements across education, health and care, ensuring sufficient, effective and sustainable provision to meet local need and improve outcomes.
- Work with key partners to ensure a sufficient supply of high-quality SEND places across the borough, including mainstream, specialist and resource base provision.
- Ensure the development, publication and continuous improvement of the SEND Local Offer, providing accessible information about services, support and provision available to children, young people and families.

Statutory Leadership and Service Delivery

- Lead all statutory SEND functions, ensuring compliance with relevant legislation, the SEND Code of Practice and associated regulatory requirements, including Education, Health and Care Needs Assessments (EHCNAs), Education, Health and Care Plans (EHCPs), annual reviews, mediation and tribunals.
- Lead quality assurance, performance management and continuous improvement arrangements across SEND services, ensuring robust systems are in place to drive high standards of practice, compliance and service delivery.
- Be responsible for the delivery, monitoring and evaluation of SEND improvement plans, self-evaluation frameworks, Written Statement of Action requirements and inspection readiness activity.
- Be accountable for the leadership and coordination of quantitative and qualitative performance analysis, including the production, implementation, monitoring and evaluation of key performance indicators, strategies, service plans and self-assessment processes.
- Lead the planning, management and effective deployment of significant budgets, ensuring value for money, financial sustainability and effective use of High Needs resources.
- Keep services under review and lead service transformation, redesign and continuous improvement activity to improve efficiency, effectiveness and outcomes.

Inclusion and Operational Improvement

- Support the development and delivery of inclusive practice across Tameside's schools and education settings, supporting schools to meet the needs of children and young people with SEND and reducing barriers to participation, achievement and attendance.
- Contribute to the development and delivery of Alternative Provision and wider inclusion strategies to ensure children and young people can access appropriate education and support within their local communities.

Corporate Leadership and Expert Advice

- Provide expert advice, challenge and assurance to senior leaders, elected members, schools, partners, regulators and government agencies regarding SEND, inclusion, statutory responsibilities, service performance and future developments.
- Contribute to Children's Services improvement activity and corporate priorities as a member of the Education Senior Leadership Team and Children's Services Leadership Team, deputising on occasion for the Assistant Director.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Qualified Teacher Status or equivalent or a recognised social work qualification.
- Degree in relevant subject area of health, social care or education.
- Evidence of continued professional, leadership and personal development

Your essential skills, knowledge and experience

- Proven senior leadership experience in SEND, inclusion or children's services, with a strong track record of delivering improved outcomes for children and young people.
- Extensive knowledge of SEND legislation, statutory processes, the SEND Code of Practice and Local Authority responsibilities, with a commitment to high-quality and legally compliant practice.
- Demonstrable experience of leading large-scale service improvement, transformation and change programmes, including implementing policy and system reforms.
- Strong understanding of inclusive education, SEND sufficiency, specialist provision and partnership working across education, health and social care.
- Experience of leading, motivating and developing high-performing teams, whilst managing performance, quality assurance, risk and significant budgets.
- Excellent communication, influencing and relationship-building skills, with the ability to work effectively with families, schools, elected members, senior leaders, regulators and wider partners.
- Knowledge and understanding of national SEND reform programmes and experience of implementing policy change across services and partner organisations.
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

If you have the following experience or qualifications – then that's great!

- Holder of SENCo award or equivalent or able to demonstrate substantial experience in SEND
- Experience of leading significant SEND improvement or transformation programmes within a Local Authority or comparable organisation.
- Experience of working strategically across education, health and social care to deliver integrated services and improved outcomes for children and young people with SEND.
- Experience of SEND improvement at a LA level with demonstrable leadership success in terms of Ofsted inspection
- Experience of managing significant budgets and contributing to financial recovery, sustainability or High Needs Block planning.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

