

Job Title Head of SEND and Inclusion

Service:	Education, Standards, Quality and Performance
Band:	Soulbury Scale: Point 21-24 or equivalent
Reporting to:	Director of Education, Standards, Quality & Performance
Responsible for:	Ensuring the best provision for children and young people with SEND and is a champion of and advocate for inclusion



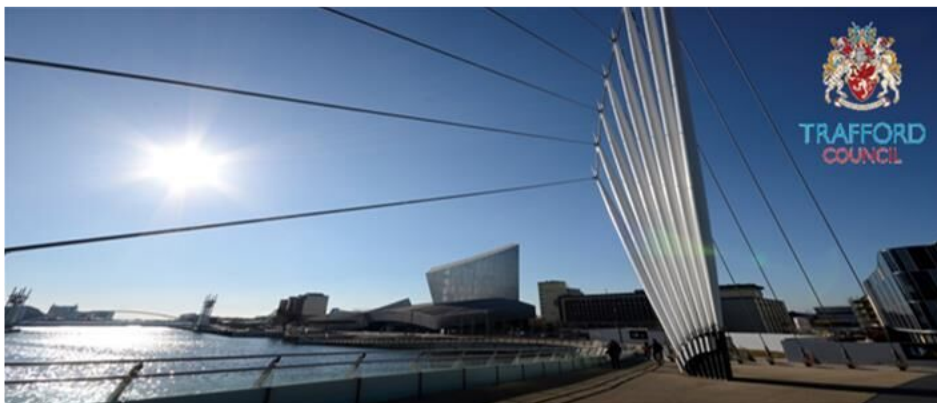
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The main purpose and activity of this post will be to lead service improvement in the field of SEND and Inclusion and build and maintain partnerships across the local area system to improve outcomes for children and young people.

Your Main Priorities

- To work in collaboration with children, young people, their families, education providers and partners across the SEND system, to maximise outcomes for children and young people at a strategic and operational level across the local area.
- To work alongside other senior managers at a strategic level to support the development of a progressive and inclusive approach to special educational needs in Trafford.
- To work alongside other managers within the service to ensure consistency of practice across the borough and to promote the development of a supportive collaborative culture.
- To lead and manage developmental projects that address the improvement priorities of the service and local area.
- To provide effective management of the Inclusion teams to ensure the best possible outcomes for children and young people with special educational needs.
- To ensure children, young people with special educational needs and their families are at the centre of all practice and processes relating to the work of the SEND teams and the Inclusion Service.
- To support and enable the council to fulfil its statutory duties in relation to children and young people with special educational needs, by ensuring that new assessments and education, health and care plans are of the highest possible quality and that all plans and processes meet statutory requirements and timescales.
- To ensure the effective and efficient use of available resources in support of the progress and development of children and young people up to the age of 25 with special educational needs.
- To ensure there is sufficient provision so that children and young people are provided with the right support at the right time.

- To ensure all staff within the Inclusion teams have the knowledge and skills to deliver a high-quality service.

Key duties

- Developing and embedding a performance culture that delivers results through challenge, and continual improvement, ensuring that resources are targeted on meeting customer needs.
- Providing strategic planning and oversight of education, health and care needs assessments and review processes, in order to ensure;
 - the delivery of key performance indicators that optimise outcomes for children and young people and consistency of practice across the local area
 - the managers and SEND officers are conversant with current practice and any new developments both locally and nationally
 - the local authority fulfils its statutory duties
 - sufficiency of provision for children and young people with special educational needs
 - the coordination of resources and expenditure within and across services in order to remain within budget and meet financial targets
 - the continued growth and development of the Inclusion Service so that it is equipped to meet current and future needs of the children and young people in Trafford
- Ensuring a smooth transition into adulthood, including adult services for all young people with special educational needs and disabilities
- Contributing to the development and implementation of policy and practice for the SEND teams, Inclusion Service and other teams and services
- Supporting the development and implementation of an inclusive approach that ensures schools and other educational settings meet the educational and developmental needs of children and young people they are responsible for.
- Supporting the development of provision that will meet the needs of all children and young people with special educational needs and disabilities across a range of different educational providers and services
- Securing the delivery of a service based on knowledge and understanding of 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.
- Undertaking any other reasonable duties in relation to the service delivery plans of the Inclusion Service and the Strategic SEND Ambitions Plan
- Providing and developing services, packages of support and training and other provision in response to the needs of schools and other educational providers and in relation to the priorities of the local authority
- To work closely with elected Members at both strategic and local level, to support them in undertaking their role effectively and confidently.

About You

Qualifications and Professional Development

- Educated to degree level
- Professional qualification in related discipline (education, health or social care)
- Evidence of continuous professional development

Experience and Knowledge

- Evidence of managing SEND services successfully
- Proven experience of providing direction and clear vision to those you work with to ensure service excellence
- Evidence of the ability to provide effective and visible leadership to a team of professionals
- A proven track record of delivering SEND improvements, including experience of planning and budget/financial management
- Experience of planning and managing work to meet individual, team and service objectives, whilst achieving quality and value for money.
- Experience of working to support other practitioners outside of your main organisation

Skills and abilities

- A thorough up-to-date knowledge of relevant legislation, statutory guidance and local authority SEND procedures
- Ability to lead and manage at a strategic level, champion new initiatives and implement change successfully
- Ability to provide practitioners within the SEND teams with a clear sense of vision and direction
- Ability to problem-solve and be solution-focused
- Strong communication skills
- Flexible and resilient approach to plan, organise and prioritise a demanding workload in order to maintain the delivery of multiple and competing short and long term objectives.
- Ability to cooperate and work well with others, share information and support others
- Proven ability to influence practice in schools and other educational settings

- Ability to work in a team and develop and sustain partnerships across teams and services

Special Conditions

- Car User / full driving license required
- Willing and able to travel to sites within the Trafford Borough

Date prepared/revised: 30.08.2024

Prepared/revised by: Karen Samples

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.