

## Newcastle City Council Job Description

<b>Post Title:</b>	Head of Special Educational Needs (0-25)
<b>Grade:</b>	Soulbury 29 – 32 (+ 3 SPA points)
<b>Responsible to:</b>	Assistant Director - Education & Skills
<b>Responsible for:</b>	Support and service provision for all children and young people with special educational needs (SEN)

### Job Dimension

To have strategic and leadership responsibility for a significant service area with a large-scale budget accountability in order to achieve key outcomes for the Council, its residents and the city.

### Job Purpose:

- To support the Director in providing leadership, vision and direction to those engaged in the provision of the services in line with the Cabinet's political vision and priorities and to ensure that these are translated into delivery and its values are embedded at all levels of the organisation.
- To be accountable for service performance and operational standards through the establishment of clear business goals, ensuring it is delivering value for money services in response to the council's priorities and desired outcomes.
- To provide the leadership required to establish a collective, system-wide, response to meeting the needs of all children and young people with SEN.

### Principal Accountabilities

1. To contribute to meeting service priorities by ensuring the delivery of high quality, consistent and value for money services through effective service and business planning, budget and performance management.
2. To contribute to meeting political and financial objectives by leading and encouraging the innovation of service delivery methods and improvements through active engagement with councillors, children, young people and families, staff, trade unions, communities, schools, partners, providers and businesses in order to improve outcomes.
3. To ensure the effective co-ordination and leadership of the council's statutory and strategic responsibilities for children and young people with SEN, as well as playing an active role in senior strategic and commissioning boards with

health and children's and adults' social care services.

4. To ensure the effective delivery of the council's education service responsibilities for children and young people with SEN and those adults to support these children and young people – such as parents, carers, staff, and so on – by holding directly and indirectly managed services to account for their performance.
5. To contribute to the development of effective partnerships local, regionally, national and internationally to ensure the delivery of the council's priorities and, in particular, to develop strong working relationships with representatives of key local community groups, the Department for Education, Ofsted and the Office of the Regional School Commissioner.
6. Working closely with the Schools Forum and supporting officers to ensure the effective oversight and management of the High Needs budget so that it discharges the council's related statutory duties and enables the delivery of strategic priorities whilst remaining within budget.
7. To liaise successfully with statutory and non-statutory partners to support the welfare of all children and young people with SEN.
8. To challenge and support professional services and settings to raise the aspirations and standards of achievement for all children and young people with SEN.
9. To lead, develop and enable staff to support their personal achievement and contribution to the delivery of the Council's and service objectives.
10. To be responsible for developing managers and staff and clearly demonstrating that cooperative values, innovation, evidence-based practice and learning from others is how the education service carries out its business.
11. To be a lead officer in the Newcastle City Council Education & Skills Division, as well as the nominated technical specialist and/or statutory officer.
12. To assist the Director of People and the Assistant Director, Education and Skills to fulfil the statutory functions of the service.
13. To represent the Council as may be required both regionally and nationally.
14. To carry out specific corporate roles and assignments and such other duties as appropriate.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
16. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

September 2019

## Person Specification

### Head of Special Educational Needs (0-25)

Please note that it is absolutely essential that in your application you give evidence or examples in each of the appointment criteria listed under Part One (Experience) of the Person Specification. Your responses will be used to longlist candidates for interview. At interview, these responses will be further developed and discussed along with elements in Part Two of the Specification.

#### Part One – Qualifications and Experience

1. Degree or equivalent relevant higher level qualifications in relevant fields or sectors.
2. Successful strategic experience working at headteacher / head of school / local authority senior officer or equivalent level, where a significant focus has been on educational provision for children and young people with SEN.
3. Significant successful experience as a senior manager in leading and managing an education service, developing culture, harnessing creativity and best use of resources to deliver improved outcomes.
4. Successful experience of strategic planning, budget management and service development that has achieved improved outcomes in challenging financial circumstances.
5. Proven experience of leading and delivering successful change management and turnaround across complex services including both directly managed, school-led and commissioned services to achieve improved external inspection grading.
6. Wide experience of effective working with and influencing or leading improvements in support and provision for children and young people with SEN.
7. Experience of dealing with complex problems, collaborating with key stakeholders (including parent groups, children, schools) to identify root causes and, collectively, developing a range of cost-effective solutions, which add value.
8. Substantial experience of engaging and working with a broad range of partners (children's and adult social care teams, OFSTED, DfE, Regional Schools Commissioner) across schools, health, the local community and private sector providers.
9. Successful experience of developing, shaping and presenting policy and strategy to inform and influence others about relevant issues and recommend appropriate future action.

#### Part Two – Skills, Knowledge and Abilities

The following criteria will be further explored at the interview stage:

10. Ability to deal with and analyse information whilst under pressure, and of effectively communicating this information to others in oral or written form.
11. Well-developed knowledge and understanding of the legal frameworks underpinning local authority responsibilities for children and young people with SEN.

12. Ability to succeed in a democratically led organisation including building effective relationships with elected members.
13. Expertise in one phase of education at senior management level
14. Detailed knowledge and understanding of local authority and school responsibilities associated with SEN.
15. Understanding and experience of the framework for the inspection of schools, settings and the local area's SEND arrangements.
16. Understanding sector-led improvement in education and the associated challenges and opportunities for improving the education experience and life chances of children and young people with SEN.
17. Resilient and a strong communicator.
18. Ability to work to deadlines and conflicting demands

### **Additional Requirements**

- Enhanced DBS Check

### **Disposition**

Displays a personal commitment and leadership approach to delivering the council's values of:

**Proud** – we take pride in and celebrate each other's achievements;

**Fair** – we are honest and treat people equal to their needs;

**Ambitious** – we are passionate, determined, enthusiastic and want to succeed.

### **The successful candidate will:**

- Champion the needs of all children and young people with SEN and their parents/carers in the city by offering constructive challenge and support to all providers.
- Provide direct line management to those services within the Division that support the city's SEN strategy, such as the SEN Assessment, Provision and Review Manager; the Principal Education Psychologist; the EEAST Team Leader and the SENTASS Team Leader, and work closely with the Virtual School Headteacher.
- Contribute to the development of the sector-led model for education in Newcastle.
- Take the strategic lead role in ensuring good relationships with key partners, including elected members, to further improve the educational and skills offer for children and young people with SEN.
- Develop strategies to raise the attainment, progress and overall achievement of all vulnerable children and young people in Newcastle.
- Oversee the effective and best-value commissioning of places from relevant providers.