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| **Department** | **Children’s Services** |
| **Job Title** | HEAD OF SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND) |
| **Grade** | SOULBURY 16-19 |
| **Primary Purpose of Job** | To lead and develop the SEND strategy and manage the SEND Service including statutory assessment and review and the management of low incidence support services .To support the work on Belonging in Bolton our approach to inclusion . |
| **Reporting To** | Assistant Director Inclusive Education & Learning |
| **Direct Staffing Reports** | Staff within the SEND Service |

**Main Duties**

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| **1** | To ensure that the Council’s statutory responsibilities in respect of the care and protection of children and young people with additional SEND needs are effectively discharged across the Borough. |
| **2** | To provide specialist strategic leadership in the development and maintenance of Special Educational Needs service for the Borough including planning and review and compliance with the SEND Code of Practice. |
| **3** | To be the line manager of the teams within the management scope of this role. |
| **4** | To monitor, evaluate and develop the performance of staff within the service through a performance management structure, supported by service improvement planning. |
| **5** | To fulfil all operational decision-making duties within the service. |
| **6** | To lead services in responding to the requirements of value for money strategies and ensuring effective management of resources through budget management. |
| **7** | To provide the service lead for government initiatives relevant to the service area. |
| **8** | To ensure successful implementation of transition strategies across the Service. |
| **9** | To ensure a consistent quality of response to children and young people, their schools and other partners. |
| **10** | To ensure that provision commissioned delivers against the targets set and that the views of those using services inform decision-making. |
| **11** | To monitor the provision made for and progress made by children and young people with additional needs, including those placed outside the Borough. |
| **12** | To work closely with schools to support the development of SEN provision, including specialist advice and training for school staff and governors. |
| **13** | To liaise with parents and carers of children and young people with additional needs. |
| **14** | 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. |
| **15** | To ensure effective communications across the Service so that the Council and broader Directorate plans and aspirations are understood and used to support service development. |
| **16** | To support the development of integrated working across Children’s Services particularly linked to Start Well, Early Help and the development of the Belonging in Bolton Strategy for Inclusion. |
| **17** | To prepare and contribute to written reports on issues regarding children and young people with additional needs. |
| **18** | To deal with correspondence from outside agencies/professional bodies relating to children and young people with additional needs. |
| **19** | To attend meetings related to issues regarding children and young people with additional needs. |
| **20** | To undertake additional duties within the Services which may be required from time to time to ensure the smooth running of the Teams. |
| **21** | To investigate complaints as required and to ensure an effective response to complaints and representations received. |
| **22** | To ensure the effective implementation of the Council and Service’s policies for staff care, in particular regular supervision or 1:1 meetings. |
| **23** | To undertake such other duties and responsibilities as may be determined by the Council (or nominated representative) from time to time. |

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| **Date Job Description prepared/updated:** | **January 2021** |
| **Job Description prepared by:** | **Bernie Brown** |



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| **Department** | **Children’s services** |
| **Job Title** | **Head of SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)** |
| **Stage One** | Disabled candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Substantial working knowledge of children with disabilities and with special educational needs legislation. | Application Form / Interview |
| 2. | Well-developed interpersonal skills, able to motivate, coach, support and direct people. | Application Form / Interview |
| 3. | Well-developed understanding, commitment and ability to develop and implement integrated work across health, education and social care. | Application Form / Interview |
| 4. | Excellent written and verbal communication skills. | Application Form / Interview |
| 5. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | A professional qualification within health, education or social care (to degree level equivalent) or related degree. | Application Form |
| 2. | Substantial management and leadership experience within public services . | Application Form |
| 3. | Experience of delivering services to children with additional and complex needs and their families. | Application Form / Interview |
| 4. | Experience of operating within complex organisation and change management. | Interview |
| 5. | Experience of managing budgets. | Application Form / Interview |
| 6. | Experience of working with schools to develop provision for children and young people with additional needs. | Interview |
| **3. Work Related Circumstances** |
| 1. | Ability to work evenings and weekends on occasions. | Application Form |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application FormInterview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Satisfactory DBS Disclosure |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. |  |  |
| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |

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| **Date Person Specification prepared/updated** | **January 2021** |
| **Person Specification prepared by** | **Bernie Brown** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





