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| **Department** | **Children’s Services** |
| **Job Title** | Deputy Head of SEND  |
| **Grade** | Grade K  |
| **Primary Purpose of Job** | * To support the Head of SEND in the overall management and leadership of SEND across the Local Area.
* To lead on project work and SEND multiagency workstreams aligned with the SEND Strategy.
* To lead the interface with managers / HOS in Health and Children’s/Adult’s Social Care, acting as the management link across the local area and promoting the multi-agency approach to SEND
* To be responsible for the multi-agency Quality Assurance of Education, Health and Care Plans, holding partners to account and driving improvement.
* To be responsible for the line management and supervision of the administrators in the SEND Assessment Service.
* To be take a lead on Post 16 SEND provision and ensuring a smooth transition into adulthood for those with an EHCP.
* To support in the strategic implementation of the Belonging in Bolton Inclusion Strategy across the local area.
* To deputise for the Head of SEND as appropriate at strategic meetings.
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| **Reporting To** | Head of SEND |
| **Direct Staffing Reports** | Administration staff |

**Main Duties**

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| **1** | To play a lead role in improving outcomes for and raising the achievement of children and young people with SEND, deputising for the Head of SEND as appropriate at strategic meetings. |
| **2**  | To lead on key pieces of multi-agency project work, aligned to the SEND Strategy across the local area. |
| **3** | To support schools/settings, education, health and social care staff to maintain high aspirations for children and young people with SEND.  |
| **4** | To act as a key management conduit across Education, Health and Social Care, leading the interface between managers and Heads of Service in order to ensure effective multi-agency working across the local area. |
| **4** | Work on a multi-agency basis to ensure that the needs of children and young people with SEND are met and that good attainment, positive behaviour and good attendance are promoted, and exclusions reduced. |
| **5** | To lead and manage the education and multi-agency EHCP Quality Assurance process and provide reports to strategic meetings such as the SEND Steering Group and Schools SEN Panel. |
| **6** | To take the lead on post 16 SEN, including ensuring sufficiency of local provision and leading on a multi-agency approach to ensuring that young people with SEND make a successful transition to adulthood.  |
| **7** | To oversee the work of, supervise and line manage the SENDAS administration team. This will include ensuring that all work is GDPR compliant, and that systems and processes are effective and efficient.  |
| **8** | To work with colleagues and schools to promote inclusive practice in schools and to prevent the exclusion of children with SEND. To ensure complex issues are reported to the Head of SEND but take responsibility for finding appropriate solutions, liaising with relevant parties and following issues through to conclusion to ensure that the needs of children with SEND are met.  |
| **9** | To attend a range of multi-agency meetings as the SEND representative e.g. the Virtual School Executive, Bolton Safeguarding Children’s Board, PfA Forum etc. |
| **10** | To lead and manage the effective running of the primary SENCO clusters and act as the LA representative for the secondary SENCO Hub. |
| **11** | To undertake any other duties as required by the Head of Service that are commensurate with the grade of the post.  |

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| **Date Job Description prepared/updated:**  | **03/02/2022** |
| **Job Description prepared by:** | **Sue Cornwell** |



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| **Department** | **Department of People (Children’s)** |
| **Job Title** | Deputy Head of 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.  | A clear understanding of leadership strategies, offering effective and appropriate challenge to ensure the inclusion of children and young people with SEND. | Interview |
| 2. | A clear understanding of the local & national agenda for the delivery of high-quality educational provision. | Interview |
| 3. | A clear understanding of SEND legislation. | Assessment / Interview  |
| 4. | To be responsible for reading, writing reports and quality assuring EHCPs. The post holder will be able to communicate effectively with a range of service users and professionals, including elected members and head teachers. | Application / Interview  |
| 5.  | A sound understanding of the Education, Health and Care Needs Assessment process | Assessment/Interview |
| 6. | Experience of supervision and line management | Application/Interview |
| 7. | Ability to analyse and evaluate quantitative and qualitative data and report findings clearly and succinctly. | Application / Interview / Assessment |
| 8. | Well organised, self-motivated & show integrity and a high level of professionalism. | Application / Interview |
| 9.  | A proven track record of both engaging with, and leading, multi-agency working | Interview |
| 10. | Confident user of IT as a work tool, including the ability to produce presentations and spreadsheets. | Assessment / Interview  |
| 11. | Good interpersonal skills including the ability to work effectively / collaboratively with a range of people & agencies. | Interview |
| 12. | **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. | Educated to at least degree standard  | Application / Proof of Qualification |
| 2. | Experience of working in the area of SEND for at least 5 years. | Application / Proof of Status |
| 3. | Evidence of Continuing Professional Development (CPD). | Application / Interview |
| 4. | Management or leadership experience in a school or Local Authority. | Application / Interview |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the post-holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | Application / Interview |
| 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. | Experience of working in a Local Authority context. | Assessment / Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Recognised SEND qualifications | Interview / Proof of qualification |
| 2. | Experience of Post 16 SEND work  | Application |

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| **Date Person Specification prepared/updated**  | **03/02/2021** |
| **Person Specification prepared by**  | **Sue Cornwell** |

**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**.





