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| **Department** | **Department of People** |
| **Job Title** | Head of Inclusion |
| **Grade** | Soulbury 19-22 |
| **Primary Purpose of Job** | Effective inclusion for children/young people with the aim of raising overall standards and achievement and high quality Children’s Service which delivers the key principles and aims to secure improved life chances for children and young people in Bolton |
| **Reporting To** | Assistant Director - Education & Learning |
| **Staffing** **Responsibilities** | Staff within the Inclusion Service* lead and manage the Council’s high quality and effective inclusion services including Behaviour Support, Early Interventions, Admissions and the Achievement, Cohesion and Integration Service, and their interface with schools;
* take lead responsibility for the relationship with Bolton Impact Trust and other provision for vulnerable children;
* ensure that processes for In-Year Fair Access, Children Missing Education and Admissions are fit for purpose, including the engagement of schools;
* provide oversight of key traded services which are provided by Bolton Council which offer added value to schools;
* ensure that inclusion services contribute positively to raising children and young people’s achievement.
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**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 who are vulnerable in terms of behaviour and attendance are effectively discharged across the Borough. |
| **2** | To provide specialist strategic leadership in the development and maintenance of services. |
| **3** | To manage processes for In-Year Fair Access, Children Missing Education and Admissions, ensuring they are fit for purpose, and secure the engagement of schools. |
| **4** | To lead the services you are responsible for, responding to the requirements of value for money strategies and ensuring effective management of resources through the management of complex budgets. |
| **5** | To ensure a consistent high quality of response to children and young people, their schools and other partners. |
| **6** | To ensure that provision commissioned delivers against the targets set and that the views of those using services inform decision-making. |
| **7** | To monitor the provision made for, and progress made by, children and young people with additional needs, including those placed outside the Borough. |
| **8****9****10****11****12****13****14****15** | To work closely with schools to support the development of inclusive provision, including specialist advice, provision and training for school staff and governors.To liaise with parents and carers of children and young people to support their inclusion in educationTo establish and develop effective working relationships with colleagues within the Council, Elected Members and other agencies including healthcare providers, the voluntary sector and community groups.To ensure effective communications across the service so that the Council and service plans and aspirations are understood and used to support service development.To prepare and contribute to written reports and attend meetings on issues regarding inclusion.To deal with correspondence from outside agencies/professional bodies relating to inclusion.To investigate complaints in line with Bolton Council procedures and ensure an effective response to complaints and representations received.To lead/participate in the delivery of regional and sub-regional programmes and projects.To develop and strengthen effective communication, engagement and working relationships with key stakeholders with a view to continuous improvement of service delivery.To undertake such other duties and responsibilities as may be determined by the Council (or nominated representative). |

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| **Date Job Description prepared/updated:** | **April 2017** |
| **Job Description prepared by:** | **Tony Birch, Assistant Director** |

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| **Department** | **department of people** |
| **Job Title** | **Head of inclusion** |
| **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 understanding of inclusion services for children in education | Application Form/Interview |
| 2. | Excellent interpersonal skills, including ability to inspire, motivate, coach, convince, persuade, support and direct people. | Application Form/Interview |
| 3. | An understanding and commitment to integrated working across services including health, education and social care. | Application Form/Interview |
| 4. | Excellent written and verbal communication skills including the ability to communicate positively with Elected Member, partners, trades unions, managers, staff and children/young people. | Application Form/Interview |
| 5. | Ability to write and present reports at a senior level, including to Elected Members. | Application Form/Interview |
| 6. | Ability to use a range of ICT effectively. | Application Form/Interview |
| 7. | Ability to monitor and evaluate work of others and provide effective and constructive feedback. | Application Form/Interview |
| 8. | Effective presentation skills, particularly in relation to the provision of training and delivering difficult messages sensitively. | Application Form/Interview |
| 9. | Experience in developing, implementing and coordinating quality assurance systems. | Application Form/Interview |
| 10. | **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 |
| **2. Experience/Qualifications/Training etc** |
| 1. | Qualified Teacher Status (QTS) | Application Form |
| 2. | Experience of managing at a senior level within a large and complex organisation | Application Form/Interview |
| 3. | Experience of delivering services to children and their families. | Application Form/Interview |
| 4. | Experience of successfully managing change | Application Form/Interview |
| 5. | Experience of managing budgets and an understanding of how to commission services | Application Form/Interview |
| 6. | Experience of working in partnership with schools to develop provision for children and young people with additional needs. | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | Ability to work evenings and weekends on occasions. | Application Form/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 | Application FormInterview |

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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. | Relevant management qualification  | Application Form |
| 2. | A professional qualification within health, education or social care (to degree level equivalent) or related degree. | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | **April 2017** |
| **Person Specification prepared by:** | **Tony Birch** |

**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.