

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

POST DESIGNATION (TITLE): Strategic Lead – Special Educational Needs & Disabilities (SEND) & Vulnerable Learners

DEPARTMENT: Children's Service

SECTION: Inclusion Learning & Achievement

GRADE: Chief Officer D

Purpose of Job:

- I. To lead and continuously improve the Special Education Needs and Disability (SEND) Services and Education, Training and Employment (ETE) services for post-16 vulnerable children, securing the delivery of high quality and effective services for children and young people.
- II. To act as a key player in the strategic leadership of children's services, contributing to the effective commissioning and development of services which improve ETE outcomes for post 16 vulnerable children and wider outcomes for children and young people with SEND and their families.
- III. In carrying out these roles place children at the heart of what you do and promote the effective engagement of children and young people in all aspects of planning, delivering and improving services.

Main Duties:

- 1) Lead and motivate your leadership team, staff and those you work with to perform effectively and contribute to delivering highly effective services for children and young people with SEND and their families and vulnerable post-16 learners.
- 2) Be accountable for the quality of practice and effectiveness of direct and contracted services for children and young people with SEND and post-16 Vulnerable Learners.
- 3) Create and maintain opportunities to assure the quality and effectiveness of services provided through meetings or communications with staff, managers, service users and other stakeholders.

- 4) Promote a child-centred outcomes focus to commissioned and directly provided services through challenging professional and managerial practice constructively and effectively.
- 5) Maximise the use of information systems, analysis and reporting processes to assure the quality and effectiveness of the service.
- 6) Problem-solve creatively and effectively, using expert knowledge and skills.
- 7) Contribute strategically and managerially to the development and implementation of the strategies and improvement plans of the department, Council and strategic partnerships.
- 8) Be responsible under delegated authority for the financial and support systems in the service promoting budgetary discipline, effective management of people, performance management and improvement.
- 9) Chair meetings and make key decisions in relation to the service and individuals using the service, operating within a framework of delegation, organisational priorities and finite resources.
- 10) Ensure that there are effective contract management arrangements in place for services commissioned by the service to meet the needs of children in need and their families.
- 11) Provide expert advice and regular briefings and reports to the Senior Assistant Director, Director, Chief Executive, strategic partners and Elected Members.
- 12) Lead on the development of strategies, improvement plans and implementation of new statutory legislation or guidance.
- 13) Ensure adherence to formal inspection and auditing systems for direct and commissioned services and support the effective inspection of services by regulatory bodies and external inspectors.
- 14) Supervise staff to ensure quality of work and high performance and address their performance improvement and continuing professional development needs.
- 15) Ensure effective arrangements are in place for regularly reviewing divisional policies, procedures and practice guidance, and monitoring their use as a tool supporting effective social work practice.
- 16) Deputise for the Senior Assistant Director as required, including at local and regional network meetings.
- 17) Produce and present reports to the Management Team, Children's Service Strategic Partnerships, Children's Trust Board, other strategic partnerships and to the Cabinet Member, Cabinet and Scrutiny Committees.

- 18) To undertake any other work appropriate to the level and general nature of the post's duties.
- 19) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 20) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 21) To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 22) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 23) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 24) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 25) This post requires an Enhanced DBS and will be supported by Safer Recruitment tools.
- 26) To undertake supervision/management of staff as and when required.
- 27) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
- 28) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.

Designation of the Post to which the post holder normally reports to:

Senior Assistant Director, Inclusion Learning and Achievement, Children's Services

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PERSON SPECIFICATION

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DEPARTMENT:	Children’s Service
SECTION:	Inclusion Learning & Achievement
GRADE:	Chief Officer D

Experience, education and professional registration

- Significant experience of leading and managing children’s SEND Services and CEIAG services for post 16 Vulnerable learners.
- A Degree and/or relevant professional qualification including membership with any relevant professional bodies as required. Substantive experience within the Children’s Services System and evidence of ongoing professional development. In exceptional circumstances proven substantial experience within Children’s services will be considered.
- Successful experience in delivering improvement in the quality and effectiveness of children’s SEND services.
- Successful experience in using resources available to secure efficiencies and take action to reduce costs through improving service processes and staff performance.

Knowledge

- An understanding of the key challenges in improving the quality and effectiveness of children’s SEND Services.
- Clear understanding of what a child centred outcomes focused service looks like, and the ability to communicate this to others to ensure their understanding.
- Working knowledge of best practice in enabling children, young people and their families to participate in the delivery of services that affect their lives.
- Vision for how children, young people and their families can provide feedback to inform

quality improvement activity and shape the development of services.

- An understanding of relevant leadership and management strategies, and how to use these to overcome any potential barriers effective joint working at a strategic or operational level.
- A clear understanding of the legal, regulatory and inspection framework for services for SEND Children and families and post 16 Vulnerable learners.

Capabilities

- Able to influence at a strategic level across professional and organisational boundaries.
- Excellent face-to-face and written communication skills – can communicate effectively with a range of audiences by tailoring communications to the audience.
- Able to motivate and engage others in their roles to improve the quality and effectiveness of services.
- Able to use quantitative and qualitative information as a basis for analysing problems, agreeing actions and securing improvements in services.
- Able to project manage and implement change within deadlines and budget.
- Able to use and develop systems for quality assuring and improving the service.
- Able to design service specifications and use these to ensure the effective procurement of services and monitor the quality and effectiveness of contracted services.