

Job Description and Person Specification

Role: Head SEND and Specialist Services



Job Description

Job Title	Head SEND and Specialist Services
Grade	SM1
Service	Education
Reports to	Strategic Lead Education
Location	Broadgate House, Broadgate Coventry
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Under the guidance of the Director of Children's Services take lead responsibility for:

- Providing strategic leadership and management across the Coventry SEND partnership to ensure that the local authority meets, and where possible exceeds, its statutory responsibilities as set out in Part 3 of the Children and Families Act 2014 and corresponding Care Act 2015 including securing a sufficiency of high quality inclusive provision.
- Championing the rights of children and young people with additional needs by securing in partnership positive pathways to adulthood, by 'lifting the cloud of limitation'.
- Maximising value for money across high needs and Dedicated Schools Grant areas of responsibility.
- Ensuring that exemplary safeguarding standards are maintained across the Coventry education system.

Main Duties & Key Accountabilities

Core Knowledge

- Be a key **leader and a catalyst within the Coventry SEND system**, bringing together partners (across education, health, social care, other services, parents/carers and children and young people) driving change, challenging behaviours, commissioning and decommissioning services to collectively deliver better outcomes for children and young people with SEND and their families.
- To enable consistent, customer focused **excellent SEND professional practice** and procedures across the Coventry education system, measured and quality assured against clear standards.
- To enable education settings to benefit from a sustainable **high quality traded offer** that meets their ongoing needs, supports identification and early intervention and builds capacity to secure inclusive practice across the city
- To strategically lead the **local authority-delivered SEND services**, ensuring that they achieve positive outcomes for children and young people and demonstrate the highest standards of: service delivery, professional practice, performance management, professional development, staff management, continuous improvement, "customer service", support and guidance and financial management – including value for money and income generation for traded services

- To work with Strategic Leads and relevant partners across the Council, to develop and implement Coventry's '**One Strategic Plan**' including the commissioning and delivery of mainstream, special and alternative provision places. This will be led through the annual sufficiency review, based on evidenced need and will enable an increasingly inclusive Coventry Education system.
- To support the preparation for the **SEND and Alternative Provision Local Area inspection** and ensure that as far as practically possible evidenced practice matches the criteria for a high performing LA.
- To provide robust and supportive line management to a range of specialist team functions including EHCP statutory assessment process and SEN support which incorporates: the early years, educational psychology, social emotional and mental health and learning (SEMHL); Complex Communication and Sensory Teams, ensuring the overall sustainability of a high-quality specialist teaching and support service
- To be responsible for quality assuring the service in terms of customer satisfaction and impact. Measures to include: standards, pupil attainment, progress and curriculum access; improved professional practice confidence and expertise at school and settings level.
- To ensure that the service's performance targets are met and quality standards are upheld
- To ensure that statutory Education, Health and Care **assessments** are conducted in a person centred way and comply with statutory requirements, including securing both quality and timescale standards.
- To be the Coventry SEND lead for **regional and national developments**, contributing to and enabling the Coventry SEND system to maximise the benefits of these developments including: consultations, new statutory requirements, the sharing of best practice and innovation.
- Together with the relevant Strategic Leads for Childrens' Services, Adult Education and other Education Leads, support **Elected Members** in identifying and delivery policies, priorities and resources.
- To contribute to the development of the **integrated Education Service** and as a key member of the leadership team support the strategic decision making, performance management and accountability frameworks of the education elements of the service.
- To exemplify the highest **personal professional standards**, demonstrating a commitment to personal development and to provide effective leadership and management to services and to the Coventry SEND system.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Nurseries, schools, colleges, other education providers, health partners, Peers in other Local Authorities, Department for Education	Internal Direct line management: SEN Support Service Team Leaders, Principal Educational Psychology, SEN Assessment and Review Team Leader. Partnership – Wider Education and Children's Services, Finance, Legal, HR, Procurement, Transport
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Principal Educational Psychologist, Team Leaders for SEND support service specifically: SEND Early Years, Complex Communication, Social Emotional Mental Health and learning, Sensory (HI and VI) and the Team leader for SEND Statutory Assessment and Review (StART – EHCP function)

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> Significant knowledge of how to keep the child and young person at the centre of delivery and decision making 	
<ul style="list-style-type: none"> Significant knowledge of the key strategic and policy issues in education, with particular reference to SEND, the SEN Code of Practice 2014, Equal Opportunities/Disability discrimination and other relevant legislation 	
<ul style="list-style-type: none"> Significant knowledge of the educational implications of special educational needs, developmental delay and disabilities in relation to children's learning, personal development and well-being 	
<ul style="list-style-type: none"> Significant knowledge of education safeguarding policy and practice 	
<ul style="list-style-type: none"> Knowledge of the democratic and political context that local authorities, schools and other partners operate within 	
<ul style="list-style-type: none"> Knowledge of the resourcing framework that local authorities, schools and other partners operate within 	
<ul style="list-style-type: none"> Knowledge of leadership and people management 	
<ul style="list-style-type: none"> Knowledge of financial, resource and business management 	
<ul style="list-style-type: none"> Knowledge of continuous improvement, performance management, change management and service transformation 	
Skills and Abilities	
<ul style="list-style-type: none"> Ability to communicate and negotiate with a range of stakeholders 	
<ul style="list-style-type: none"> Ability to work across a variety of teams, understanding and interpreting data in order to present to senior managers, members 	
<ul style="list-style-type: none"> Excellent organisational skills including the ability to manage competing priorities 	
<ul style="list-style-type: none"> Ability to influence others outside of the organisation 	
<ul style="list-style-type: none"> Excellent written and verbal communication skills, with the ability to write clearly and concisely (particularly in report writing) 	
<ul style="list-style-type: none"> Able to handle and negotiate conflict effectively and understand different perspectives 	
<ul style="list-style-type: none"> Able to work collaboratively and purposefully with partners in other departments of the Council and in partner organisations locally and nationally 	
<ul style="list-style-type: none"> Ability to manage budgets, monitor financial information and accurately forecast 	
<ul style="list-style-type: none"> Ability to develop and sustain effective relationships with colleagues internally and externally 	
Experience	

<ul style="list-style-type: none"> • Successful recent team/service leadership within a SEN context
<ul style="list-style-type: none"> • Successful experience of working collaboratively with parents, schools, other service providers to deliver better outcomes for children and young people with SEN
<ul style="list-style-type: none"> • Successful leadership of managing people, teams and services
<ul style="list-style-type: none"> • Successful management of budgets and resources
<ul style="list-style-type: none"> • Successful delivery of transformational change and service improvement
Qualifications
<ul style="list-style-type: none"> • Qualified Teacher Status and/or relevant high level professional qualification(s)
<ul style="list-style-type: none"> • Evidence of commitment to own on-going professional development
<ul style="list-style-type: none"> • Further specialist qualifications in key areas linked to working with children and young people with SEND is desirable
Special Requirements
<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

Date Created	May 2017	Date Reviewed	April 2024
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