

Job Description and Person Specification

Job details

Job title: Assistant Director, Education Access and Inclusion

Directorate: CACH – Education

Reporting to: Director of Education and Inclusion

Direct/indirect reports: Head of Admissions & Pupil Benefits, Head of SEND, Associated Heads of Service to be confirmed post Education service redesign programme

Budget responsibility: Yes

Grade: SM2

Leadership level: Strategic

DBS requirement: Enhanced

Job description

Purpose of the post:

- To ensure that all children and parents have access to high quality schools and educational services and provision,
- To lead on the discharging of associated policy area statutory duties on behalf of the Council,
- To oversee education provision for vulnerable children, ensure they are supported to access good quality education provision and make good progress
- To ensure children and young people with additional educational needs make good progress
- To lead strategically on use of the high needs budget and associated work streams
- To provide effective leadership and management of relevant teams and partnership working which will contribute to the continuous improvement of the Council and education

Main duties and responsibilities:

- To be the organisation lead professional overseeing the work of, High Needs and School Places with direct responsibility for the leadership and management of the following services:
 - The SEND service, the SEND transport service, Admissions and School Place Planning, including Pupil Benefits
- To advocate on behalf of children and parents, particularly those who are more vulnerable, promoting positive proactive engagement with families by the education system
- To be strategic lead and expert adviser to the Mayor, Cabinet member, Chief executive, Group Director and Director around all aspects of High Needs provision and school places

in the council and wider borough

- To develop and lead an overarching approach to high needs and school places, with teams, schools and local partners, in order to deliver on our commitment and obligations to the community
- To represent the council at the highest level for High Needs and School Places at public events and in representing the service with other partners
- To play an active leadership role as a member of the Education Senior Leadership Team, leading and working with other colleagues to develop a high quality workplace and high quality services
- To be responsible for ensuring strong collective knowledge and expertise in legislation and best practice in the area of high needs and school places
- To act as a lead officer for relevant Ofsted and regulatory inspections and monitor progress and achievement against targets
- To provide good or better services for children and young people out of school
- To ensure fair access and admissions for all children and young people
- To ensure the SEN service and provision functions to a consistently high standard
- To lead on strategy, presentation of analysis and communications around the High Needs budget
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

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- General requirements:
- Promote high expectations and standards across all schools and settings, for vulnerable and SEN children in particular
 - Articulate and communicate a vision for education and inclusion services
 - Ensure all staff perform well, through teamwork, setting high standards, appropriate support and professional development, evaluation and review
 - Be responsible for recruitment, induction, probation, motivation ,performance, supervision and discipline of staff in the service area
 - Ensure effective project management as needed
 - Develop and implement appropriate strategies to ensure services are of consistent very high quality
 - Manage resources effectively, ensuring value for money
 - Lead on interpreting analysis of the High Needs budget, decision making re this budget and reporting up to Council level re direction of expenditure
 - Communicate well to the whole directorate, the team and all stakeholders, particularly schools and parents
 - Actively contribute to the leadership of the Council in a way that promotes a one organisation approach
 - At all times carry out responsibilities with due regard to Hackney Council's policies, organisation and arrangements for Health and Safety at Work.
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- Carry out duties in line with organisation policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious fair working environment.
 - Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact.
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Job title:	Head of Service, High Needs and School
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Person Specification

Essential **Desirable**

Qualifications		
1. Graduate or equivalent status	✓	
2. Postgraduate qualification relevant to post		✓
Experience		
3. Significant senior leadership experience in a Local Authority or educational setting	✓	
4. Successful experience of planning and delivering stretching targets in a key service area	✓	
5. Recent experience of managing service or educational provision relevant to the post	✓	
6. Experience of building successful working relationships with Headteachers, Governors, local authority staff and external agencies	✓	
7. Experience of successful team leadership	✓	
8. Experience of managing a significant budget		✓
Knowledge/Skills		
9. Knowledge of Education legislation particular relevant to service areas	✓	
10. Able to think and plan strategically and to analyse complex situations and issues	✓	
11. A high degree of political awareness and sensitivity, allied to outstanding negotiation and interpersonal skills		✓
12. Understanding of, and commitment towards, promoting and implementing antiracist practice in all settings	✓	
13. Personal and professional credibility to work with and influence all stakeholders and to represent the directorate at local, region and national level	✓	
14. Excellent written and oral communication and presentation skills: ability to develop, communicate, persuade and gain ownership of a clear vision and direction for the service area	✓	
15. Skills in building relationships with stakeholders, including families	✓	
16. Proven and effective management skills: ability to motivate, lead and develop within a constantly changing environment,	✓	
17. Ability to, with relevant experience, hold colleagues and partners to account and set standards	✓	

18. Ability to think creatively, to solve problems and seek opportunities to work differently		✓
19. Financial acumen and ability to communicate financial information	✓	
Behaviours		
20. Delivers customer service, promotes the importance of customer service and corporate responsibility; commitment to best standards for all children and young people	✓	
21. Leads and Inspires: Initiates and leads compelling vision, strategies and priorities that foster an environment of achievement, innovation and continuous learning	✓	
22. Makes things happen: Able to work flexibly to support the needs of the directorate and its customers; Capacity to deliver projects on time	✓	