**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | **HEAD OF EDUCATION, SEND AND INCLUSION**  |
| **GRADE:** | **CHIEF OFFICER 3, LEVEL 1** |
| **REPORT TO:** | **DIRECTOR OF CHILDREN’S SERVICES** |
| **DATE:** | **NOVEMBER 2024** |

|  |
| --- |
| **PURPOSE** |
| A pivotal role in our senior team, reporting to the Director of Children’s Services and supporting Elected Members, responsible for and providing leadership across the range of services for Education, SEND and Inclusion. This is a key role in delivering our overarching vision of making South Tyneside a place where people live healthy, happy and fulfilled lives. |
| **OVERALL OBJECTIVES OF THE POST** |
| * Provide vision and leadership to deliver high quality services and improved educational outcomes for all children and young people in South Tyneside, ensuring there is access to good or outstanding early years and school provision across all settings.
* Provide advice and direction on all aspects of education, ensuring that professional advice, including that in relation to corporate, strategic and political issues is given to Corporate Management Team, elected members, Heads of Service, managers, employees and schools.
* Work with partners and with all key stakeholders to meet the needs of all children and young people, their families and schools with a focus on prioritising those most vulnerable and at risk.
* Contribute to the achievement of the Council’s aims and objectives and secure continuous improvement in performance and standards, including taking the lead in appropriate strategic development projects through appropriate professional leadership, support and challenge within an overall framework that safeguards children, their health and wellbeing.
* Ensure that the Council fulfils its statutory duties in relation to Education Standards, SEND, Admissions and Attendance, ensuring a sufficiency of places across the borough.
* Recruit, lead and support staff to achieve quality services and encourage staff to develop their own understanding, knowledge and skills to ensure effective service delivery at all levels, and a workforce committed to the improvement of services to children and young people.
* Lead from the front through personal example, open commitment and clear action, valuing diversity, celebrating equality, involving and empowering people, encouraging innovation and promoting a clear customer focus and performance culture.
 |
| **KEY AREAS OF RESPONSIBILITY**  |
| * Partnerships with schools, academies and other providers
* School Improvement and Attendance Services
* SEND, Access and Inclusion Services, including Educational Psychology and Emotional Resilience
* School Place Planning and Admissions
* Catering, ICT and Music Services to Schools
* Virtual School
* Ethnic Minority and Traveller Service (EMTRAS)
* Governors Services
* Home to School Transport
 |
| **KEY TASKS OF THE POST** |
| **Corporate Management*** As a member of the Council’s Senior Management Team, contribute towards the effective management of the Council and the achievement of the Council’s corporate aims and assist in the development and implementation of corporate projects and initiatives.
* Advise and support Elected Members in pursuing the Council’s objectives and the provision of Education and SEND services for children and families. Advise Elected Members of the Council’s policies and procedures and professional obligations with regards to family support, childcare and protection matters.
* Work in partnership with other Heads of Service, each a key member of the Council’s Management Team, leading the service towards the achievement of the overall corporate vision by pursuing best practice and innovative ways of workings.
* Develop positive, influential and productive internal and external partnerships and actively engage with key partnerships for children in South Tyneside e.g. South Tyneside Safeguarding Partnership, Best Start in Life Alliances, Youth Justice Board.
* Contribute to corporate teams tackling cross-cutting issues e.g. Adult Skills, Community Safety, Health and Wellbeing.
* Act for the Director of Children’s Services as required.

**Performance Management*** Within the corporate framework, establish processes for managers to monitor and evaluate standards of service and performance which take account of and the provision of efficient and effective services which provide value for money.
* Ensure effective performance management systems are developed and maintained to ensure the delivery of effective services for children and families and with schools.
* Ensure that strong, quality audit and assurance systems are in place.
* Ensure the effective co-ordination, management and deployment of all resources, including budgetary control, within the service area, using established decision-making processes and in accordance with professional procedures and the Council’s standing orders and financial regulations.
* Manage risk to children, young people and families, schools, employees and to the reputation of the Council.
* Lead on strategic planning and outcomes relating to education, SEND, inclusion (including behaviour and attendance, education safeguarding, virtual school, alternative provision and relevant services/ external organisations) to support and engage vulnerable pupils.
* Maintain and develop relationships with individual headteachers and Academy Principals and with the wider family of schools to ensure effective working relationships and ultimately improve outcomes for children and young people.
* Work with schools and settings to review and improve current working arrangements and systems – ensuring good collaboration around services, support networks and groups.
* Maintain and develop effective relationships with key individuals and agencies including the Department for Education, OFSTED, the Regional Directors Office and the Dioceses for Roman Catholic and Church of England Education.
* Provide leadership and management to the Education, SEND and Inclusion Service to achieve financial, legislative and policy objectives through an appropriate management ethos and culture.
* Lead and direct the activities of the service area to optimise the use of resources, respond effectively to current priorities and to plan to meet future requirement, recognizing the pressures and challenges on budgets e.g. SEND High Needs Block.
* Responsibility for commissioning and de-commissioning provider services, identifying gaps in provision and stimulating market in response to the needs of children and families.
* Develop innovative responses to the challenges facing the Council and schools in relation to the Education, SEND and Inclusion agenda. Lead the strategic development of services through changes in the local and national landscape, transforming services as appropriate.
* Provide effective leadership, guidance and support within the service to enable appropriate responses to sensitive and complex situations involving children, young people and schools.
* Provide appropriate support and challenge in schools where difficulties are being experienced and to support all schools in relation to improving children’s outcomes.
* Work effectively with Children and Families Social Care including Early Help within Children’s Services at a strategic level to problem solve and develop innovative solutions to improve outcomes for Children and Young People.
* Provide advice and assurance to the Lead Member for Children’s Services and work effectively within the Council’s Cabinet structure and with Scrutiny.
* Ensure that the voice of children young people, their families and communities contributes to strategic planning and direction.
* Ensure that the Council’s plans for school provision, organisation and change are effectively implemented and contribute fully in developing plans to manage the supply and demand of mainstream and SEND school places.
* Champion a commitment to equality and diversity in all aspects of the service’s work.
 |
| South Tyneside 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. All employees have a responsibility to undertake training and development as required. They also have a responsibility to help, where appropriate and necessary, with the training and development of fellow colleagues.All employees have a responsibility of care for their own and others health and safety.The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post. |