

# Job Description and Person Specification

## Head of SEND and Inclusion – Children’s Directorate

**Salary:** £70,139 - £74,652  
**Job Family:** SM12  
**Working hours:** 37 hours per week.  
**Work base:** Kettering  
**Responsible to:** Assistant Director – SEND & Inclusion

We are delighted that you are considering joining our team at North Northamptonshire Council.

By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

### Main Purpose

To provide high quality strategic and operational leadership and management to the Special Educational Need and Disabilities (SEND) and Inclusion service and system leadership for the SEND partnership/System.

To develop, communicate and deliver the vision and strategy and provide the leadership for the delivery of an Integrated and Inclusive Service for Children and Young People with SEND and their families.

To translate that strategic intent into effective and high-quality operational delivery, through direct delivery and commissioning arrangements across Education, Health and Social Care and in partnership with relevant services e.g. Early Help, Early Years and Adult Learning Difficulties Services.

To lead and manage the service, at an individual and team level, to deliver a sustainable and consistent experience for Children and Young People with Special Educational Need and Disabilities and their families, in line with the corporate delivery plan.

To engage with local, regional and national politicians and ensure the advised and assured regarding all issues to do with the SEND service.

### Main Accountabilities

1.	Provide leadership and strategic management to drive improvement in outcomes for vulnerable children and young people, including those with SEND, ensuring services are effective, efficient, and aligned with legislative requirements.
2.	Establish and oversee sophisticated performance management and quality assurance systems to monitor service delivery, ensuring all services are rated as good or outstanding and safeguard children effectively.
3.	Ensure all services operate within budgets, maximise income, minimise non-essential expenditure, and oversee the effective use of the High Needs Block to secure high-quality local provision.
4.	Build a confident, collaborative workforce committed to delivering high-quality, value-for-money services that minimise risks and enhance long-term outcomes for children and young people.
5.	Lead cross-sector partnerships and establish joint commissioning frameworks to optimise resources and deliver integrated services informed by government reforms and corporate priorities.
6.	Foster strong partnerships with schools, settings, health services, and other stakeholders to challenge and improve outcomes for children with SEND, holding leaders accountable for service delivery.

7.	Embed the voice of children, young people, and families in service design and delivery through co-production, consultation, and feedback, addressing gaps and shaping services.
8.	Act as the Council's lead advisor on strategies to improve life chances for children and young people with SEND, driving local and national policy development and promoting continuous improvement.
9.	Produce regular reports to monitor, track, and evaluate progress in line with agreed strategies, providing updates to boards, advisory panels, and internal group.
10.	Liaise with national, regional, and local agencies, including Ofsted, DfE, and HMI, to build positive working relationships and ensure compliance with external standards and expectations.
11.	To undertake any other duties commensurate with the role.

## Political Restriction and Other Requirements **CHECK IF RELEVANT**

- This position is politically restricted.

## Person Specification

### Minimum level of qualifications required:

- Degree-level or equivalent in a relevant subject i.e. a social work/ teaching/professional qualification.
- Professional or Management qualification.
- High degree of professional knowledge regarding children with SEND and the SEND system, with a high level, demonstrable understanding of the SEND code of practice and legislation relating to SEND, Education and Children and families e.g. 1989 Children Act etc. Good knowledge and use of IT.

### Knowledge and Experience required:

- Demonstrable ability to understand and analyse complex information. Specifically, the ability to interpret, understand, analyse, and respond to complex information to inform well-rounded decision making.
- Experience, understanding and ability to carry out challenging organisational changes including re-structure, commissioning, and de-commissioning of services.
- Demonstrable ability and experience in budget management, showing sound financial decision making and accountability.
- Proven successful experience of managing reducing resources.
- Substantial, demonstrable experience of working with children and their families.
- Substantial, demonstrable experience of working in Services for Children with SEND.
- Substantial, demonstrable experience of monitoring and improving services through performance management and quality assurance systems.
- Substantial, demonstrable experience of engaging with statutory inspectorates e.g., Ofsted, Headteachers and Education Leaders
- Substantial, demonstrable experience of managing large, complex budgets, expertise and knowledge of high needs block etc.
- Thorough knowledge and understanding of relevant human resources policies and procedures.

### Relevant skills required:

- Excellent negotiation and conflict resolution skills.
- Demonstrable ability to provide high level leadership and management of the service and to motivate, innovate and enable staff to reach their potential, demonstrated through delivery of a high-quality service.
- Demonstrable high level, oral and written communication skills, and the ability to convey complex information to a varied audience in the most simplified and easily understood terms.
- Ability to work effectively under pressure and in short time scales.
- Proficient in the use of Word, Excel, PowerPoint, and other Office packages.

### Personal Qualities

- Passionate about putting residents at the heart of service delivery.
- Positive role model for behaviours and culture.
- Sound judgement in devising and evaluating options and dealing with complex issues.
- Demonstrable evidence of policy judgement, political awareness and astuteness
- Robust and resilient, with drive and self-motivation.
- Flexible and able to meet competing demands and challenging circumstances.
- Ability to work under pressure and work at pace to achieve priorities.
- Personality and credibility that engages and commands the confidence of all stakeholders.
- Innovative and forward looking.
- Commercially / financially astute and customer focussed
- Ethical, accountable behaviour including a personal commitment to equality, diversity and inclusivity.

## Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



## Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

## Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.
- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

