

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Head of SEND Services

Education Services, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

The post holder will support the Assistant Director Education in service development and a range of strategic activities. They will manage the casework teams, the assessment team, the administration function of the service, alongside overseeing tribunals, complaints and Members Enquiries for the SEND Team.

The Head of Service will take operational responsibility for the day-to-day management SEND Service. The post holder will take a lead role in working in partnership with schools, colleges, parents and health partners in West Northamptonshire.

To lead on services for children and young people with SEND on behalf of the Council, working across the local partnership.

1. Establish the strategic direction and operational delivery of services for children with Special Educational Needs and/or Disabilities (SEND).
2. To manage the delivery of the Council's statutory duties relating to children and young people with SEND.
3. Work closely with strategic leaders within across local partnership, including parents, children, education, health, and social care as well as national agencies including Ofsted, Department for Education and EFSA to improve educational outcomes for all children and young people with SEND.

## Accountable to:

The role is accountable to the Assistant Director for Education and will be responsible for the EHC Service with approx. 120 people, the role sits within the People Directorate in West Northamptonshire Council.

## Responsibilities:

1. To lead Council's services for children and young people with SEND to ensure the statutory requirements in the Children and Families Act (2014) are delivered and is the council's principal expert across the SEND system.
2. To provide expertise, leadership and management to Council staff and partner agencies to improve the quality and timeliness of the Council's SEND services, in line with the SEND & Alternative Provision Strategy 2023-26.
3. To create the strategic vision and leadership for all services for children and young people with SEND, including the management of the teams below.
  - EHCP Service
  - Educational Psychology Service
  - SEND Support Services
4. Developing partnerships with key stakeholders, including parents, young people so that there is a stronger commitment and activities in co-production. Modelling co-production and partnership working at all levels across the partnership.
5. The post holder will support the Assistant Director for Education in service development and a range of strategic activities.
6. The budget the service manager will be responsible for is the High Needs Block, which is part of the DSG and the SEND Service staffing budget.

7. Take operational responsibility for the day-to-day management SEND Service. Bringing leadership and management of the Council's statutory processes for children and young people with Education Health and Care Plans, the Educational Psychology Service and the monitor the delivery of the strategy within the individual services to ensure that challenge and support are deployed effectively, and where concerns arise with regards to school effectiveness (including attendance), escalate accordingly.
8. The post holder will take a lead role, providing expertise and advice to schools, colleges, parents, and health partners in West Northamptonshire to deliver the SEND Strategy.
9. A core responsibility will be supporting the implementation of the Children and Families Act, ensuring effective transition in relation to Preparing for Adulthood, ensuring excellent team performance in all key performance indicators, developing the team's knowledge and skill set including customer service development.
10. To work with local leaders of education to develop appropriate provision to meet the needs of children and young people with SEND. Ensure effective monitoring and evaluation of external services to ensure improved outcomes and best value for money.
11. Contribute to activities relates to strategic activities such as SEND Review and ongoing preparation for SEND Ofsted area inspection.
12. The postholder will deputise for the Assistant Director of Education to attend meetings and forums as appropriate.
13. To provide leadership and guidance for briefing papers related to education services to share with internal and external partners including but not limited to relevant oversight committees, Ofsted and the DfE.
14. To Chair SEND and other strategic Panels (including those that allocate resources circa 60m High Needs Block) in West Northamptonshire.
15. To be responsible for overseeing the development of the multi-agency quality assurance and system engagement with families for the SEND service.
- 16.
17. Management and oversight of the High Needs Budget working towards supporting our long-term vision.
18. Delivering and developing training with partners to improve service delivery, competence, and confidence.
19. To provide expertise and leadership to the SEND Improvement Board to robustly monitor the impact/effectiveness of service delivery on the outcomes for children and young people with SEND.
20. Using data effectively to set service priorities and monitor the impact of service delivery and to create and implement intelligence driven strategies to drive improvement.
21. Foster an open, transparent, and equitable culture and build, develop and maintain effective relationships with all stakeholders to enhance the education of all pupils.
22. Ensure appropriate decision-making processes and governance arrangements are in place to manage the allocation of provision and funding for children and young people with SEND.

23. To deputise for the Assistant Director as and where required at relevant panels, working groups and meetings.
24. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
25. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
26. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

Internal Contacts: Directors, Heads of Services, Service Managers and the wider management team across the directorate, Other Council departments (including business partners), this includes our Children's Social Care which is a Children's Trust and all Maintained Schools.

External Contacts: This will include residents, public sector partners such as schools and CVS organisations, also DfE, Ofsted and other inspectorates.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# PERSON SPECIFICATION

## Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Knowledge and experience</b>	<b>Essential/ Desirable</b>	<b>Measured By</b>
Expert knowledge of the statutory and operational framework of current and emerging educational legislation, policy and strategy, especially the Children and Families Act 2014 and SEND Code of Practice	E	A, I, P, D
Strong working knowledge of how to safeguard and promote the welfare of children and young people.	E	A, I, P, D
Strong knowledge of people dynamics of an organisation and has high order interpersonal skills that enable capability to relate to, and engage with, individuals and groups and organisations at every level.	E	A I P D
Experience of undertaking detailed analysis of system-wide performance using a range of data types and sources to create an accurate analysis that informs strategic planning.	E	A I P D
Experience of providing high quality leadership to others that inspires confidence and professional growth.	E	A, I
Experience of working with range of partners to effect improvement in outcomes achieved by children and young people with SEND.	E	A, I
Experience of successfully managing improvement projects, people and change, in challenging contexts.	E	A, I
<b>Skills</b>	<b>Essential/ Desirable</b>	<b>Measured By</b>
Substantial and successful senior leadership experience within a Council or statutory service for children	E	A, I

Ability to lead change across multi-disciplinary teams to improve practice and performance.	E	A, I
Convincing track record of successful impact on improving outcomes for children and families with SEND.	E	A, I
Ability to lead difficult conversations to challenge poor performance – within WNC teams and across the local partnership	E	A, I
A track record of managing complex budgets and an ability to develop long term proposals to ensure efficient and effective use of Council resources. This will include contributing to the local DSG Recovery Plan.	E	A, I
Commitment to co-production with all partners, especially parents and families, involved with providing services for children and young people with SEND.	E	A, I
<b>General Education</b>	Essential/ Desirable	Measured By
Educated to degree level or relevant experience	E	A, I, D
Evidence of a post graduate qualification relevant to SEND and/or children and young people (eg SEND, Social work, education, youth work)	E	A, I, D
Evidence of substantial and recent successful CPD	E	A I D
<b>Attributes</b>		
Candidates are expected to adhere to West Northants Thrive values	E	A, I,
Role model agility and adaptability in mindset and ways of working	E	A, I,
Demonstrate a high level of innovation and creativity.	E	A, I,
The confidence, composure and credibility needed to challenge and influence at the highest levels in a considered and professional manner.	E	A, I,
Enthusiasm and drive to move things forward.	E	A, I,
Demonstrate a strong commitment to service excellence, customer care and continuous improvement	E	A, I,
Inspire a sense of purpose and direction to achieve the successful delivery of outcomes for West Northants residents.	E	A, I,

Circumstances		
Able to attend meetings in the evening and, on occasions, work outside and beyond the normal office hours to ensure deadlines and business objectives are achieved. Role welcomes flexible working	E	A, I,
This this a hybrid role	E	A, I,

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

Enhanced Disclosure and Barring Service check

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Office/Hybrid
<b>Job family band:</b>	Band 12	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£82,113 - £88,231	<b>Budget responsibility:</b>	£60m (Dedicated Schools Grant) £3m core budget
<b>People management responsibility:</b>	Up to 5 people		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)



## When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

### The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

