



Job Description and Person Specification

Job details

Job title: Head of Inclusion and Attendance - Children's Services
Grade: NNBAND12
Reports to: Assistant Director – Education, SEND and Inclusion

Responsible for: Inclusion and Attendance team

Purpose of the job

Provide strategic leadership and oversight of inclusion and attendance services to ensure that vulnerable children and young people—including those at risk of exploitation, exclusion, or disengagement—receive their statutory entitlements and are supported to attend school and achieve positive educational outcomes. This role will champion inclusive practice across the system, working collaboratively with schools, partners, and agencies to drive improvement and reduce inequalities.

Lead multi-agency approaches to address complex barriers to attendance, ensuring holistic and coordinated support for children and families. Provide effective leadership and management of the inclusion and attendance services, both at individual and service levels, to deliver a consistent and sustainable experience for vulnerable children and young people in line with the council's corporate delivery plan.

Principal responsibilities

1. Lead the development and implementation of policies and strategies to improve attendance and outcomes for vulnerable learners
2. To represent the Council in strategic partnerships and multi-agency forums, including NSCP sub-groups, to influence and align inclusion priorities.
3. Ensure compliance with all statutory responsibilities relating to school attendance, including the Education Act 1996, the Children and Families Act 2014, and associated statutory guidance such as Working Together to Improve School Attendance and Children Missing Education.
4. Provide leadership on safeguarding-related education issues, including Child Sexual Exploitation (CSE), trafficking, radicalisation, and Female Genital Mutilation (FGM) to protect vulnerable individuals and ensure safer communities.
5. Ensure all services operate within budgets, value for money, and effective use of resources to enable high-quality inclusive local provision.
6. 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.

Service Delivery & Operational Oversight

7. Oversee inclusion services including attendance, exclusions, EHE, CME, and alternative provision ensuring services are customer-focused, cost-effective, and compliant with legislative and policy frameworks
8. Ensure statutory duties are fulfilled, including the provision of full-time education from the sixth day of exclusion and oversight of independent review panels for permanent exclusions. Lead the appropriate and proportionate use of legal interventions, such as penalty notices and education supervision orders, in line with national guidance and local protocols.
9. Lead reintegration strategies and ensure robust processes are in place to support pupils returning to education.

Performance & Impact

10. To develop, implement, monitor, and evaluate systems and processes to track and monitor the attendance and attainment of all vulnerable groups, including children who require licensees for employment.

11. Lead on the analysis of performance data and implementation of quality assurance processes in relation to attendance and inclusion, to inform strategic service planning, continuous improvement, and effective resource allocation
12. Maintain oversight of statutory registers and ensure compliance with inspection and audit requirements
13. Produce reports and briefings for senior leaders, elected members, and external stakeholders.

Workforce and learning

14. Champion and embed high-quality professional practice and innovative strategies to foster a high-performance culture focused on excellence, value, and continuous improvement.
15. Provide clear leadership and supervision, ensuring effective performance management and professional development to maintain a skilled and responsive workforce.
16. Lead workforce development through targeted learning opportunities and capacity-building initiatives across the workforce

Partnership & System Leadership

17. Lead collaborative working across education, health, and social care systems to embed inclusive practice, ensure strategic alignment, and deliver high-quality, holistic services that improve outcomes for children and young people.
18. Champion cross-service approaches to reduce exclusions, improve attendance, and address barriers to engagement.
19. Promote and share best practice locally, regionally, and nationally to influence system-wide improvement.
20. Respond proactively to emerging priorities and implement policy and practice changes in line with government, Ofsted, and Department for Education (DfE) requirements, as well as local strategic initiatives.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equality, diversity, and inclusion.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Contribute to corporate parenting responsibilities, enabling the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Undertake any other duties consistent with the role and grade.

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.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	• Educated to degree level of equivalent • Teacher, Social Worker, or Youth Worker Professional Qualification • Evidence of substantial and recent successful CPD	Qualification at leadership level
Experience and Knowledge	• Substantial and sustained experience of working with children and young people particularly vulnerable children. • Extensive knowledge and wide experience of Safeguarding and Child Protection. • Extensive knowledge and wide experience of working with children with SEND • Significant and proven experience of effective management/leadership responsibilities. • Significant evidence of managing a team or service. • Significant experience of managing change and creating and implementing policies, procedures, and systems. • Experience of managing and monitoring a budget • Up to date knowledge of current national educational policies, SEN Code of Practice as well as national guidance and research • Knowledge of recent and relevant national policy (including Ofsted) • Up to date knowledge of current national policy in respect of CSE, Trafficked and those vulnerable to radicalisation and FGM.	
Ability and Skills	• Proven leadership skills in order to raise standards of achievement through planning, co-operative working, target setting, and analysis of performance data.	

Attributes	Essential criteria	Desirable criteria
	• Have excellent management skills sufficient to sensitively manage, motivate and support staff working in a complex area and sometimes challenging circumstances. • Displays positive creative leadership, motivating enthusiasm in others. • Ability to drive and use of a vehicle as North Northamptonshire is a rural county.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	