

Job Description and Person Specification

Job details

Job title:	Head of SEND
Grade:	12
Reports to:	Assistant Director – Education, SEND and Inclusion
Directorate and Service area:	Children’s Services, Inclusion

Purpose of the job

To provide high quality strategic and operational leadership and management to the Special Educational Need and Disabilities (SEND) 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.

Principal responsibilities

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.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, 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. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> • 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. 	
Experience and Knowledge	<ul style="list-style-type: none"> • 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. 	
Ability and Skills	<ul style="list-style-type: none"> • 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. <p>Passionate about putting residents at the heart of service delivery.</p> <ul style="list-style-type: none"> • Positive role model for behaviours and culture. 	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • 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. 	
Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	