

Job Description and Person Specification

Assistant Director of Early Help & Inclusion – Children’s Directorate

Salary: £94,605 - £104,683
Job Family: SM14
Working hours: 37 hours per week.
Work base: Kettering
Responsible to: Executive Director of Children’s Services

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 support the Council’s priority of improving outcomes for children and the wider population in North Northants through inspiring others and identifying, driving and securing opportunities to improve and transform services through strategic commissioning of SEND and Inclusion; and to ensure compliance across this board.

1.	Strategic lead on SEND and Inclusion, navigating the changing educational landscape and ensuring effective relationship management with a range of partners and stakeholders, recognising their different priorities to coordinate a shared vision for SEND and Inclusion provision.
2.	Leading the service area on delivering the relevant strategic and service plan priorities, ensuring a shared focus on the achievement of all children, with a key aim of closing the gap for the most vulnerable pupils.
3.	Strategic development of the performance of the service, to ensure effective leadership, and continuous improvement across a range of functions and services including: <ul style="list-style-type: none">• SEND Services• Education Effectiveness• Primary Pupil Referral Unit• Inclusion services• Education Access, Sufficiency, and Capital.• Admissions• Early Years and Inclusion• Dedicated School Grant (DSG)• Educational Health Care Plans (EHCP)
4.	To ensure that the SEND and Inclusion aspects of the Council’s decisions are considered, and having overall responsibility for ensuring consistent and high quality professional practice and processes related to SEND and Inclusion services.
5.	Acting as the Council’s lead professional in managing the most complex and contentious issues in relation to SEND and Inclusion.
6.	Strategic direction of the SEND and Inclusion services so they are designed to deliver the council’s vision, values and priorities with the children and families of North Northamptonshire placed firmly at the centre of this vision.
7.	Building partnerships with schools, academies, parents, health services, and voluntary organisations, using influencing skills to achieve inclusive educational environments.

8.	To support the Executive Director of Children's Services to build effective partnerships with and between local bodies, including the voluntary and community sectors to focus resources jointly on improving outcomes for children, young people and families.
9.	To lead the development and implementation of appropriate plans, programmes and initiatives including the results of inspections, audits and service reviews, ensuring continuous improvement and effective implementation.
10.	Strategic responsibility for the provision of regular, timely and co-ordinated management information to support the Department's operations and service planning. Ensure that service performance indicators effectively measure the impact of SEND and inclusion strategies, and active monitoring leads to continuous improvement.
11.	To lead on programme and project development and change management related to the implementation of Council and partner transformation and efficiency programmes.
12.	Strategic responsibility for the operational delivery of SEND services, including the development of Education, Health, and Care Plans (EHCPs), ensuring timeliness and quality standards are met.
13.	Strategic responsibility to ensure there is robust monitoring and effective management and deployment of budgets, including High Needs Block funding, to ensure resources are used efficiently and transparently.
14.	To Deputise for the Executive Director of Children's Services where required.
15.	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:
<ul style="list-style-type: none"> • Degree-level or equivalent in a relevant subject. • Post-graduate management qualification. • Membership of a relevant professional body. • Evidence of continuing professional development and leadership skill development.
Knowledge and Experience required:
<ul style="list-style-type: none"> • Able to demonstrate in depth understanding, experience and leadership of commissioning, contract monitoring, quality assurance and procurement at a strategic level. • Experience of developing and implementing service development in a multi-disciplinary and partnership environment. • Experience of managing diverse teams and embedding adaptability and team resilience against a background of significant change and uncertainty. • Extensive experience of strategic management and service delivery within local government or social care services. • Experience of having worked at a senior level in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective. • Successfully managing budgets in a demanding public arena against high levels of need. • Experience and proven track record in effective financial and budgetary control and management. • Experience of managing senior staff, specialist and generic teams and forging and maintaining solid working relationships with internal and external partners at a senior level.

- Demonstrable success in managing large, multi-disciplinary teams and complex service delivery environments.

Relevant skills required:

- Leadership skills in order to lead the team in the development of effective strategies and plans in a partnership context.
- Able to deal accurately and confidently across all key stakeholders, providing clear information and direction as required
- Strategic Commissioning Skills: understanding of, and ability to apply, strategic commissioning principles to commissioning work, with experience of needs assessment, evidence reviews and outcomes-based commissioning frameworks.
- Strong influencing and negotiating skills and ability to influence, persuade and motivate others using evidence and data appropriate to the audience.
- Proven experience in a senior leadership role within Children's Services focusing on SEND and inclusion.
- Experience managing substantial budgets, particularly related to SEND and High Needs Block funding.
- Political awareness and the ability to work successfully within a political environment through effective working relationships with Elected Members.
- Ability to learn from experience and to share that learning through future actions to improve service delivery and performance.
- Strong financial and budget management skills.
- Able to demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.)

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.

