

Head of Inclusion - Education

Band: 15 - £73,968 - £82,671 per annum

Hours: 37 Hours per week

Contract type: Permanent

Responsible to: Deputy Director, Education

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The service

The Inclusion Service delivers a range of statutory and traded services that aim to remove the barriers to achievement for all Portsmouth children and young people, in particular those with special educational needs and disabilities and / or those from vulnerable groups. This includes enabling children and young people to benefit from education or training, with support if necessary, to ensure that they can make progress in their learning, build and maintain positive social and family relationships, develop emotional resilience and make successful transitions to further education and training, employment, higher education and independent living.

What is the role?

Reporting to the Deputy Director for Education, you will be responsible for leading and managing the Inclusion Service and leading on the implementation of Priority 6 of the Children's Trust Plan - *Special Educational Needs and Disabilities and Alternative Provision (SENDAP)*

As Head of Inclusion, you will manage a gross budget of approximately £4m and be responsible for 104 FTE staff in the following service areas:

- SEND Service
- Admissions, Attendance and Reintegration Service
- Educational Psychology Service
- Portage Service
- Hearing and Vision Service
- Virtual School & College
- Post 16 Education and Careers Progression Service

6 staff will directly report to you:

- SEN Service Manager
- Attendance, Admissions, Exclusions and Reintegration Service Manager
- Principal Educational Psychologist

- Virtual School & College Headteacher
- Portsmouth Education Partnership & School Inclusion Manager
- Post-16 Commissioning Manager

You will have a proactive approach and will be expected to work flexibly to meet business needs, supporting the work of other areas within Education and across the Directorate as and when required. This may include occasional evening and weekend work if necessary. You will be committed to working in co-production with families and stakeholders.

Key tasks and responsibilities will include:

- To be the designated local authority lead offer for Inclusion and SEND providing strategic leadership in this area, including the implementation of Priority 6 (SENDAP) of the Children's Trust Plan; and the LA Designated Officer for the purposes of the Local Area SENDAP inspection.
- To lead the Inclusion Service ensuring the service fulfils all of its statutory responsibilities.
- To lead on the commissioning of SEND and AP school places and the allocation of high needs funding which is spent in early years settings, schools and colleges supporting children and young people with SEND up to the age of 25.
- To continue to implement the delivery of the SEND Reforms, as set out in the Children and Families Act 2014, including the promotion and updating of the Local Offer, and ensuring that assessments and issuing of plans are completed within the 20 week statutory deadline.
- Ensure that there are contracts/service level agreements in place for inclusion outreach provision, Inclusion Centres (additionally resourced provision), out of city independent providers, etc, so that these can be effectively monitored and quality assured.
- Work with the Integrated Commissioning Service to implement the SEND 0-25 joint commissioning plan, in coproduction with families and based on detailed needs assessments.
- Ensure effective and equitable allocation of 'high needs' resources to support pupils through the high needs funding mechanisms.
- Work with all stakeholders to prepare for local area SENDAP inspection by Ofsted and CQC.
- Lead on the promotion of workforce development and inclusive practice to ensure that professionals providing support and services to children with SEND have the skills and confidence to meet their need.
- Ensure schools, colleges and early years providers are engaged and working with the Local Authority to promote and share good, inclusive practice and to ensure a consistent approach across the City, and work with Education's school improvement function to ensure that the curriculum is designed to meet the individual needs of pupils with SEND.
- Support the effective use of data to inform SEND school place planning to ensure the Local Authority can meet the needs of children and young people with SEND and provide school places to meet needs locally wherever possible.
- Oversee the support networks across the City including: Lead Links, School Attendance Leads, SENCos.

- Lead on the work with The Harbour School and Delta Education Trust to create effective pathways and distinct SEN and AP pathways for pupils with social emotional and mental health difficulties.
- Lead on the post-16 SEND work including increasing the availability of supported internships, as part of the post-16 offer for young people with SEND.
- Work closely with Education's school improvement function to monitor the performance in schools and settings of SEND pupils with a focus on improving outcomes particularly for those pupils on SEN Support.
- Work proactively in order to reduce the number of children and young people requiring out of city educational provision.
- Establish and review robust early intervention and safeguarding practice with respect for services managed and the commissioning of places for children and young people with SEND.
- Work closely with Education's Pupil Place Planning function to support the remodelling and expansion of the specialist education in the city.
- Lead on the implementation of the Local Authority's Attendance and Inclusion Strategies and reduce absence, suspensions, permanent exclusions and inappropriate use of reduced timetables.
- Ensure an effective Educational Psychology service which focuses on early intervention, supporting the most vulnerable children and ensuring high quality statutory reviews.
- Oversee the delivery and commissioning of specialist support for children with vision and hearing difficulties.
- Provide advice, information, written and verbal reports to the Director of Children, Families and Education, Deputy Director for Education , Directors, elected members and corporate communications officers on all aspects of Inclusion and SEND, both formal and informal, and to other partnership forums including the Health and Wellbeing Board,
- To contribute to Cabinet and Scrutiny reports and meetings as required and advise elected members as directed by the Deputy Director for Education.
- Lead on the delivery and development of services to schools and academies as part of a Traded Services offer including Education Psychology; School Attendance; and Free School Meals Checking Service.
- Act as Deputy Director for Education, as and when required, to provide cover.

Who is the person?

You will ideally need to have:

Qualifications

- Professional postgraduate qualification in education e.g. teacher or educational psychologist
- Evidence of continuous professional development at postgraduate level

Experience of:

- Successful service leadership and management in education, covering Inclusion and SENDAP

- Senior leader in school or as an education adviser including responsibilities for Inclusion and SENDAP
- Attending strategic and multi-agency meetings in a representative capacity
- Successful budgetary management and control in relation to high cost services
- Procuring and managing large and complex contracts
- Leading cross functional teams in high pressure environments, including evidence of where you have contributed towards their personal and collective development
- Working at a senior level with elected Members, Directors and senior officers of the Council and those in senior governance roles
- Working with partner agencies in the delivery of strategic objectives e.g. in health and social care, post-16 providers, Academy Trusts, etc
- Promoting, leading and delivering strategies to secure value for money, continuous service improvement and the development of quality customer focused services.

Knowledge and understanding

- Extensive knowledge and understanding of SEND and Alternative Provision
- A thorough knowledge and understanding of legislation relating to SEND, Inclusion and Children's Services, coupled with significant experience as a senior manager within the Inclusion and SEND field
- Understanding and effective inclusive practice in schools and post-16 providers
- Knowledge and understanding of key partnerships and processes that meet the needs of children and young people with SEND
- Understanding the funding mechanisms for the Dedicated Schools Grant and the High Needs Block in particular
- Knowledge and experience of developing and producing education data analysis and intelligence
- Knowledge of safeguarding responsibilities.

Skills and abilities

- Ability to interpret, model and articulate a strong strategic vision for service quality and continuous improvement
- Ability to analyse complex issues, summarise key concepts and present a balanced and clear opinion
- Ability to challenge and negotiate with schools over their requirements
- Excellent communication skills, able to meet the requirements and demands of different stakeholders - written, presentations, negotiation and conversational skills
- Strong leadership skills, including the ability to both lead and support, whilst maintaining high levels of accountability throughout the organisation
- Self-motivator who is able to demonstrate high levels of self-discipline, initiative, organisation and who is able to deliver against strict and demanding deadlines
- High levels of political sensitivity, recognising both formal and informal political scenarios within an organisation
- High standards of professional integrity, whilst being resilient, determined and confident
- Visible, approachable and accessible
- Ability to liaise successfully and promote the work of the Inclusion Service with other agencies, senior officers and departments within the council and elected members

- Ability to analyse, interpret and present complex data in a clear and engaging way, both verbally and within written reports
- Proactive and solution focused
- Evidence of successful budgetary management and control in relation to high cost services
- Excellent line management skills with an ability to motivate and set clear objectives / goals for staff linked to the priorities for Inclusion and the Education Service as a whole
- Evidence of leading cross functional teams in high pressure and 'exposed' environments, including evidence of where you have contributed towards their personal and collective development.