

SEND Cluster Programme Lead

Salary Band: Band 8, £37,562 - £40,443 Per annum

Hours: 37 hours per week.

Location: Based in the Civic Offices, Portsmouth, with the option to work remotely according to business needs.

Directorate: Children, Families and Education

The post sits within the Transformation Service

The Service

The Children, Families and Education Directorate is primarily focussed on delivering its statutory duties as well as a range of high-quality supporting traded services. 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.

This postholder will play a vital role in supporting the coordination of a range of initiatives focused on improving the inclusion and education outcomes of Portsmouth's children and young people, including the most vulnerable learners.

The ambition in Portsmouth is to develop and build a city-wide whole school relational culture and ethos, establishing practices that become "the way we do things in Portsmouth". The plan includes developing leadership within schools and across the Portsmouth Education Partnership (PEP), establishing networks and developing CPD (continuous professional development) packages support and resources as required.

This role will sit within the Transformation Service which is led by the Head of Transformation and is responsible for implementing the SEND Reform Delivery Plan. The Transformation Service works closely with the Inclusion Service. This role will be managed by an Inclusion Adviser and will sit within the Inclusion Hub team.

The Team

The priority for the Inclusion Hub Team is the implementation of the SEND Reform Plan and development of Inclusion Mainstream Practice across Early Years Settings, schools and colleges. The priorities within the SEND Reform plan are:

1. Development of Experts at Hand (Core offer)
2. School and Setting Clusters, place-based working
3. Leadership, culture and early identification
4. Coproduction, inclusion and mainstream capacity
5. Sufficiency, cost-control and Financial Governance
6. Capital Programme and sufficiency of places
7. Tier 2 AP, support bases
8. Establishing a Preparing for Adulthood Hub
9. Transitions and pathways

The SEND Cluster Programme Lead will be a key role in establishing and maintaining the SEND locality clusters. School clusters are being established from September 26 and Early Year Clusters will follow in 26/27.

What is the role?

A SEND Cluster Programme Lead is required who can co-ordinate and facilitate the effective operation of the SEND Clusters.

The role will report to an Inclusion Adviser and will work closely with the Head of Transformation. It will also require close working with the School Leaders, the Deputy Director Education, and Heads of Service within and beyond the directorate.

This role involves working with a wide range of partners including senior leaders in schools, academies, Multi-Academy Trusts and across the Council as well as with partners in other services that work with schools, colleges and settings. Using programme management techniques, you will effectively prioritise your programme work to ensure that key milestones and deliverables are met on time.

You will provide support to Inclusion Advisers and school leaders to coordinate and administer SEND clusters.

This role involves working with colleagues in health, care and the voluntary sector as well as with education. The SEND Cluster Lead will be required to be an initial point of contact, to represent Education and provide a direct link with schools with other services.

Key Tasks and Responsibilities

- Maintaining a SEND Cluster plan that includes actions, timelines, key milestones, risks and mitigation
- Building and maintaining relationships with partners across the city, including being the main point of contact for SEND Cluster activity.
- Diary management: having overview of training events, activities and meetings across the Clusters.
- Create and maintain progress reports and action plans based on information received.
- Co-ordinate and administer meetings, including preparation of papers and making action notes which could include complex and specialist education terminology.
- To offer Programme support to Cluster activity, at times making decisions, offering advice and guidance, interpreting financial data, securing approvals, escalating issues, resolving exceptions, monitoring progress and providing cost and programme updates.
- To assess task requests and issues raised, and take action to resolve or complete, or escalate as appropriate.
- To act as the main conduit for external stakeholders to seek SEND Cluster information from, and provide information to, the Council and SENDAP Strategic Board.

- To develop strong relationships with internal colleagues and external representatives to progress and complete specific actions as well as general Team responsibilities.
- To maintain confidentiality when dealing with staff, budgets, Programmes and other politically or commercially sensitive matters.
- Update Programme/strategy documents discussed e.g. action plans.
- Produce information in a relevant format, including word processing and spreadsheets, databases, diagrams, and presentations, which will be used in reports to relevant groups, for example the PEP Strategic Board, Schools' Forum and the Education Performance Oversight Board (POB).
- Working with finance colleagues to oversee Cluster Budgets.
- Providing business support for Managers working on cluster priorities.
- Maintain up-to-date web information, updating as necessary.
- Provide statistics/data and reports to inform management.
- Tracking and monitoring activities including financial information (in accordance with any relevant grant requirements and financial standard procedures).
- Dealing with enquiries from schools, the Inclusion Hub and the Experts at Hand Team
- Setting up and maintaining a record of agreed cluster-based activity at a child level, cohort level, and area level
- Monitoring the deployment of professionals to each cluster against the time allocated
- Requesting information, preparing agendas and for presentation at Cluster Meetings
- Preparing statistical reports from clusters for the Inclusion Hub, Inclusion Advisers, and Strategic Boards
- Ensuring that funding agreed by clusters is tracked and transferred correctly to educational settings.

Who is the person?

Qualifications:

- Educated to NVQ Level 3 or equivalent experience.

Essential experience:

1. Experience of working in a higher-level administrative role.
2. The ability to engage and build relationships with leaders from schools and partners across education, health and social care.
3. Have excellent interpersonal skills, with the ability to communicate with to a range of audiences, orally and in writing.
4. Have excellent organisational and time management skills, with the ability to prioritise your workload, including when working under pressure and to deadlines.
5. Be clear thinking, logical and flexible in your approach, able to quickly get to grips with new issues and take a positive, problem-solving approach to situations, working to find solutions to any potential barriers and difficulties that arise.
6. Have experience of effective working in multi-agency contexts.

7. Working in complex and changing environments, within budget and to timescales.
8. Preparing high-quality written work for target audiences at all levels.
9. Be a good team player who is able to work in collaboration with others and ensure that others are kept informed about your work.
10. Have excellent IT skills with a good working knowledge of Microsoft Programme, essential Microsoft Office, including Word, Excel, Access, PowerPoint, and Outlook.
11. Be willing to travel to meetings across the city.
12. Experience of co-ordinating meetings including taking accurate notes and recording actions.
13. Experience of or ability to co-produce with families.
14. A good team player who can work in collaboration with others and ensure that others are kept informed about your work.
15. Excellent literacy and numeracy skills.
16. A good attention to detail and high level of accuracy.
17. An awareness of Data Protection and Safeguarding issues.

Desirable experience:

18. A track record of stakeholder engagement and of communicating with a variety of audiences, preferably in the education sector.
19. An understanding of school culture and the challenges faced by schools.
20. An understanding of SEND, the SEND Reforms and Inclusive Mainstream practice.
21. Administering tasks and resources, and leading meetings, at a senior / Board level.
22. Negotiating and influencing effectively to secure the actions and resources necessary to deliver the commissioned Programmes and other team objectives.
23. Offering Programme support to Programmes using accredited Programme management techniques and quality assurance processes.

Additional information:

If you have any questions, or would like an informal discussion about the role, please contact Sarah.Christopher@portsmouthcc.gov.uk

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

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