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| Department: | Children and Family Services |
| Job Title: | Assistant Director - Education, SEND and Inclusion |
| Grade: | 18 |
| Post Number: | |
| Service/Section: | Children and Family Services |
| Base/Location: | County Hall |
| Responsible To: | Director, Children and Family Services |
| Responsible For: | All Heads of Service, (as Direct Reports), and associated teams Specific programme leads and external contractors as appropriate |
| Key Relationships/ Liaison with: | Central Government, Elected Members, Corporate Management Team, Departmental Management Team, Education Providers and parent and carer forums. |

Job Purpose

To deliver the council and partner vision for children and families and ensure the effective strategic delivery of SEND, Education and Inclusion across Leicestershire.

As a key member of the Children and Family Services Leadership Team, the role is responsible for the leadership and management of Education, SEND and Inclusion services in the department and for providing guidance on all reforms and responses to national government agendas impacting Education, SEND and Inclusion services within Children and Family Services and the wider partnership.

Corporate Responsibilities

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| 1. | In accordance with the Council's leadership behaviours, lead the strategic management, development and delivery of customer focused, cost effective services to the highest of professional standards within the policies and objectives, whether provided in-house, via a partnership(s), or an outsourced solution. |
| 2. | Provide a high level of strategic advice to Lead Members, Cabinet and Scrutiny on policies, performance and budget to ensure the efficient delivery |

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| | of services and ensure appropriate communication and dialogue takes place with all Members. |
| 3. | Lead, direct and review the strategic management of service policies, including performance and budget management, ensuring the effective and efficient provision of appropriate customer focused, services of the appropriate quality, in accordance with County Council policies, Government and legislative requirements. |
| 4. | Forge and maintain effective partnerships and working relationships with statutory, voluntary, private agencies and communities to meet the Council's and department's objectives across services and promote the work of the Council and department. |
| 5. | Ensure the effective performance management of services at both the strategic and operational level to ensure improved customer focus, cost effectiveness and continuous improvement in the delivery of Council, departmental and Service outcomes. |
| 6. | As a council senior manager and member of the Departmental Management Team, take a lead role in influencing organisational culture, driving innovation and transformation. |

| Service Responsibilities | |
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| 1. | This post will be the council's lead on education, SEND and Inclusion, navigating the changing educational landscape and ensuring effective relationship management with a range of partners and stakeholders, recognising their different priorities and coordinating a shared vision for the future. |
| 2 | This post will take the lead 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 | To lead the management, development, performance and continuous improvement of a range of functions and services including; <ul style="list-style-type: none"> • SEND Services • Education Effectiveness • Primary Pupil Referral Unit • Inclusion services • Governor Development Services • Education Sufficiency • Admissions • Early Years and Inclusion • Schools Music Service |
| 4. | To ensure that the education, SEND and Inclusion aspects of decisions are considered, and having overall decision making responsibility for ensuring consistent and high quality processes related to Education, SEND and Inclusion services. |
| 5. | Dealing with complex and contentious issues in relation to education, SEND and Inclusion. |

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| 6. | Ensure that the education, SEND and Inclusion services are designed to deliver the council's vision, values and priorities with the children and families of Leicestershire placed firmly at the centre of this vision. |
| 4. | To support the Director – Children and family Services to build effective partnerships with and between local bodies, including the voluntary and community sectors who also provide children's services in order to focus resources jointly on improving outcomes for children, young people and families. |
| 5. | To lead the development and implementation of appropriate plans, programmes and initiatives including the results of inspections, audits and service reviews, and to oversee the provision of regular, timely and co-ordinated management information to support the Department's operations and service planning. |
| 6. | To lead on programme and project development and change management related to the implementation of County Council and partner transformation and efficiency programmes. |

Special Factors

- As this job is grade 13 or above, it is responsible for all elements of Health and Safety and Risk Management within its area of control.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: September 2024

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| Grade: 18 | |
| Post Number: tbc | |
| Service/Section: Children and Family Services | |
| | Essential |
| <u>Qualifications:</u> | |
| Relevant degree or equivalent level qualification to carry out the duties and responsibilities of the post | ✓ |
| AND | |
| Demonstrable or Substantial and demonstrable experience identified within the section below. | ✓ |
| <u>Experience:</u> | |
| Having worked in a senior strategic leadership role in a large and complex public sector organisation, relevant to the role (Education, SEND or Inclusion). This is to include building and maintaining the trust and confidence of elected members and presenting to Member bodies and Committees and effectively leading at high profile public meetings on complex issues. | ✓ |
| Effective performance management of a large and complex public sector service which has operated on the basis of strategic and operational commissioning to provide a number of cost effective services. This is to include experience of having implemented robust management and monitoring frameworks to ensure outcomes and which also includes the effective use of data and business intelligence. | ✓ |
| Having commissioned a service which has adopted commercial practices and culture, which has resulted in maximising performance and public outcomes. | ✓ |
| At a senior level, the management of significant and complex budgets including the use of activity linked costing and having put in place an effective financial reporting system which meets required governance arrangements. | ✓ |

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| <p>Developing strategic partnership working initiatives and taking a significant lead role in the overall management to ensure that it effectively delivers the required outcomes for the organisation.</p> <p>The implementation of significant change programmes and/or improvement initiatives which have delivered demonstrable outcomes in terms of time, cost and quality.</p> <p>Effective relationship management with a range of stakeholders, including customers and external partners.</p> <p>Creating and implementing a business culture that has at its centre 'customer focused' service delivery and which has achieved its outcomes in line with corporate and departmental business plans.</p> <p>Applying a clear strategic approach to complex problem solving and to the general leadership and management of programmes and projects within the area of responsibility. This must include examples of mentoring other senior managers to adopt such an approach with positive outcomes for service delivery.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Knowledge:</u></p> <p>Significant Knowledge and Understanding of :</p> <p>Children, Education and SEND legislation/policy and their implications within Local Government now and in the future.</p> <p>Business Management, including those financial issues within a Local Government setting which could have specific impacts upon service provision.</p> | <p>✓</p> <p>✓</p> |
| <p><u>Skills and Competencies :</u></p> <p>To meet the requirements of the Council's Leadership Behaviours:</p> <p>Influence and shape the environment in which you operate to achieve high quality outcomes for the people of Leicestershire;</p> <p>Build powerful relationships across stakeholders, peers and partners, crating open and transparent relationships based on trust;</p> <p>Connect with communities and localities through listening, dialogue and understanding community needs;</p> <p>Lead and deliver sustainable, collective high performance through inspirational leadership, the setting of clear priorities and a strong approach to performance management.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |

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| <p><u>General:</u></p> <p>The ability to persuade and influence, (at all levels). Excellent communication skills which achieve desired outcomes.</p> <p>To lead and effectively manage a large complex and diverse workload which will include from time to time a number of corporate responsibilities commensurate to the level of this post.</p> <p>A leadership style which is both inspirational and motivational so the team continuously performs to achieve high quality outcomes.</p> | <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Other Requirements:</u></p> <p>An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p> | <p>✓</p> <p>✓</p> |

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