

HEAD OF SEND AND INCLUSION

Halton Borough Council
resourcing@halton.gov.uk

SALARY GRADE: DM 4 £77,478 to £88,205

WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – keeping great service delivery at the heart of everything we do
- Personal Growth – learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive roles models and leading by example

To read more about our values, click [HERE](#)

We are immensely proud that when asked what's great about working for Halton, the most popular response from our workforce has been 'our colleagues'.

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free Car Parking at HBC sites
- Flexible / hybrid working arrangements available
- Car leasing schemes
- Essential Monthly Car User Allowance

For further information about all the benefits we offer, please click [HERE](#).

ABOUT THE JOB

As the Head of SEND and Inclusion Services, you will provide effective leadership and manage a high quality, effective and inclusive service in line with the Council's strategic direction, SEN code of Practice, Equality Act and relevant legislation. It will offer value for money and meet the needs of Halton's children and young people with SEND.

You will build strong, trusting relationships with partners and stakeholders and ensure the service is developing, learning, improving and sharing best practice.

More specific responsibilities include:

- To be the designated lead Officer for SEND and Inclusion within the Borough ensuring the service fulfils its statutory responsibilities, leading on SEND for inclusion within the Borough, ensuring co-production for parents and carers, children and young people.
- Lead on the SEND strategic plan, sufficiency plan, self-evaluation and SEND service improvements required and identified as part of the Local Area partnership.
- Establish robust systems to ensure the voice of the child is captured
- Discharge the responsibilities of the local authority in relation to the SEND Code of Practice: 0 – 25 years and other relevant legislation.
- To ensure that appropriate professional advice is provided for statutory procedures in SEN, working to high professional standards and within local and national timescales.
- Manage all budgets related to the provision of SEND services including the DSG High Needs Budget.
- Lead and Manage a multi- disciplinary team including Educational Psychologist, Specialist Teachers, Assessment Co-ordinators and any other relevant role required within the SEND service.
- Focus on driving and improving the outcomes of children and young people with SEND (0-25), ensuring a high quality, inclusive offer is available to all and inclusive practice is championed.
- To Lead and manage SEN services and support to schools, settings, college and educational providers focusing on improving outcomes for children and young people with SEND.
- Work in partnership with schools, settings, health, Social Care, parents/carers, children and young people and other partners to ensure that SEND services are delivered in an integrated and accessible way to children and young people with SEND and their families.
- Lead, manage and support continuing professional development of the staff within the service (including planning of work, performance management and undertaking Employee Development Reviews) so they are appropriately deployed to provide an effective service.
- Be accountable for and responsible for the delivery of a quality service so that the key aims of the Council and the needs of children and young people and the wider community are met.
- Support the Director for Education, Inclusion and Provision by contributing to the Service Plan so that the broader aims of the Department are implemented and achieved.
- Establish sound and sustainable partnerships both internally and externally with organisations / stakeholders to ensure delivery of the service is on an integrated basis and within operational guidelines
- Operate within and make best use of the allocated budget (including reviewing and redeploying operational resources) to respond to direct service needs.
- Review and monitor SEND and Inclusion service performance against local and national standards and key performance indicators so that necessary improvements are identified and implemented to the benefit of all service users.
- Provide professional advice, guidance and present reports on matters related to the service to elected members and Senior Management so that the Council achieves its aims and objectives.
- Keep under review and recommend changes to service in order to secure sustainable service improvements that are focused on outcomes.
- Contribute, present and participate in external forums, joint bodies, regional groups so that SEND and Inclusion priorities are appropriately represented and best practice is shared and integrated within the Service and Local Area Partnership.
- Ensure all statutory and legal obligations are applicable to the Service (including Council's Standing Orders, health and safety, risk management, equality of opportunity, safeguarding, mandatory training) are complied with.
- Promote diversity and equality of opportunity to ensure that the Council's standards are met both in employment and across the wider community
- NB All senior managers are expected to display a flexible approach in carrying out their duties this may include:
Undertaking other duties and responsibilities commensurate with the grade of the job.
From time to time undertaking management / operational duties in any area of the Council's activities as they are directed

ABOUT YOU

For this role, you must be educated to degree level or equivalent, possess a relevant professional qualification(s) and have management training. You will have training and/or a qualification in Special Educational Needs or SEND related areas.

In addition you will have:

- Proven experience of working in or within schools, or relevant educational settings with responsibility for SEND.
- Knowledge and understanding of SEND Code of Practice: 0 – 25 Years and Government legislation and requirements for the provision of services in relation to SEND and Inclusion, where this knowledge and understanding should be extensive and detailed.
- Proven success in the management of change, with planning and organisational skills across a range of services, using strong analytical skills and a creative approach to problem solving.
- Experience in fostering strong relationships with partners, private sector providers, public agencies, and statutory authorities, possessing a high degree of political sensitivity and awareness.
- Experience in effective financial management, including budget formulation and financial monitoring, with the ability to understand large, diverse and complex budget processes.
- Experience of developing, co-producing implementing and monitoring strategy, service improvement, multi-agency audits, service quality, children and young people's outcomes, moving at pace.
- Excellent organisation and prioritisation skills.
- Broad knowledge of the educational and skills sectors, particularly in the 0-24 age range, and relevant national policies for enhancing learning, participation, and employability.
- Knowledge and experience in IT systems and using data to drive service improvement and development.
- Exceptional interpersonal and public relations skills to effectively engage with the public, employees, elected members, schools, the local community, media, and partners, earning their respect and trust.
- Ability to hold to account and share and celebrate effective practice.
- Strong networking, communication, and presentation skills that are persuasive and influential, with excellent oral and written skills.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.
