

## WANDSWORTH BOROUGH COUNCIL

<b>Post:</b>	Head of Special Services Planning	<b>Post No:</b>	E5765
<b>Post Holder:</b>	Gillian Bennell	<b>Present Grade:</b>	PO6
<b>Department:</b>	Education	<b>Section:</b>	Special & Family Services

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### JOB DESCRIPTION

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The Head of Special Services and Planning reports to the Head of Special and Family Services. Post holder manages the Special Services Planning Officer (E5376). The post holder plays a pivotal role in the development of SEN Policy options, the development of SEN provision in the Borough and the implementation of the Council's policy and plans for SEN:

#### Staff Management

1. To manage the Planning Officer Special Services Planning including supporting the postholder's training requirement and carrying out tasks relating to Performance Related Pay and Sickness Absence Monitoring.

#### Planning

2. To maintain a broad overview of developments in the law and advice on SEN deriving from the DfES and other government departments. To maintain a range of links with national organisations and voluntary organisations so that policy options for the development of SEN in Wandsworth are based on the most contemporary information and good practice guidance available. To research national and local policies and provisions to ensure developments in Wandsworth are grounded in good practice.

#### Policy Development

3. To work with colleagues across the Education Department e.g. with the Inspectorate and Building Development Officers and with officers in Social Services and the Health Service to ensure that policy options provided to Senior Officers and Elected Members are drawn up using the experience and knowledge of a wide range of local agencies and thus represent a considered and planned approach to meeting developing and changing needs.

#### Democratic Process

4. To construct clear and well-research policy documents for consideration by Senior Officers and Elected Members, preparing these eventually as Committee Reports, as required, to enable Elected Members to take informed decisions based upon accurate information and advice. To produce consultation documents and leaflets for parents, school staff, governors and the general public on policy options that enable those consulted to play an informed role in consultation exercises managed by the

Committee and the School Organisation Committee. To devise and implement other the ways of gathering the opinions of service users through focus group meetings, seminars and conferences. To ensure that where specific proposals require statutory notices these are issued in compliance with the law and laid down regulations. To prepare the Council's response to any challenges to its decision-making either through the Ombudsman or Judicial Review. To respond to contacts from MPs, Lords, Senior Civil Servants, The Cabinet Member for Education, Councillors and Senior Officers in other LEAs.

#### **Information/Statistics/Monitoring**

5. To maintain a comprehensive range of SEN-related information and statistics that are regularly up dated and available in order to inform policy options on SEN that are subsequently used for decision-making purposes by the Director of Education and elected Members of the Council. To draw on this information to support policy proposals and to produce, on an annual basis, a comprehensive report on SEN and Inclusion indicators that demonstrate trends nationally and locally in SEN placements and the meeting of Special Educationally Needs. To monitor the implementation of policy decisions and report back to the Committee with the results in a timely way.

#### **Implementing the Council's policy for the Reorganisation of Special School Provision and SEN/Inclusion Action Plans**

6. To chair a number of implementation groups in order to deliver the Council's re-organisation decisions. To work with officers across the Education Department and Council and manage the contribution of headteachers, governors, Health Service professionals and architects in order to achieve quality provision arrangements to timetable. To contribute to working parties, steering groups and task groups set up to implement aspects of the Council's SEN and Inclusion Policies.

#### **Capital Development and Resourcing**

7. Working with officers in Planning and Development to prepare bids to the DfES to secure targeted capital funding and other sources of capital funds to implement improvements to SEN provision. Providing advice on accommodation requirements for specialist provision including accommodation briefs.

#### **Financing of Specialist Provision**

8. Working with officers in central and education finance departments to secure revenue resources for development in provision and ensure that the Council makes effective use of its resources for children with SEN.

#### **Parents and Young People**

9. To have a particular regard to the means by which the views of parents and young people can be sought and incorporated into the development of SEN policy options and their eventual implementations. This will include, from time to time, the organisation and delivery of a Parents' Conferences and smaller seminars around specific issues. It will also include developing ways in which the views of young people can be sought and included on such issues as diversity, SEN provision and inclusion.

Governing Bodies

- 10. To clerk and provide wider support to a small number of special school governing bodies working with and advising the Headteacher and Chair of Governors prior to the presentation and discussion of complex issues at governing bodies. To act as the first point of contact for a number of Special Schools when difficult issues or emergencies occur. To be a member of Task Groups set up under the School Support Programme where a school is in need of targeted and additional support.

Contribution to Corporate Plans

- 11. To be the lead officer within Special and Family Services on contributing to a wide range of Council-wide corporate plans that require an SEN perspective and input.

Budget

- 12. To manage and monitor the Staffing Services and Supplies Budget for Special and Family Services, carrying out the requirements to the annual timetable as provided by the Education Department's Finance Department and advising and reminding officers within Special and Family Services of proper budgetary controls and matters to do with budget management and financial integrity as and when they arise.

This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or postholder. Any proposal to change the job description will first be the subject of consultation with the postholder, who may seek the advice of a personnel officer or staff representative.

INTERVIEWER

POSTHOLDER

DEPARTMENT

Prepared By:

Agreed By:

Concurred By:

Date:

Date: 15.6.06

Date: 15/6/06