

<p><b><u>Job Title:</u></b></p> <p>Principal Officer: Vulnerable Children &amp; Young People</p>	<p><b><u>Service:</u></b> People Directorate</p>
<p><b><u>Post Number:</u></b> PESS 7001</p>	<p><b><u>Division:</u></b> Learning and Improvement</p>
<p><b><u>Grade:</u></b></p>	<p><b><u>Section/team:</u></b> Vulnerable Children &amp; Young People</p>
<p><b><u>Overall Purpose of Job:</u></b></p> <p>Further improving the <b>wellbeing</b> and <b>educational outcomes</b> of <b>all vulnerable children and young people</b> between age 0 and 25 in North Lincolnshire through strategic leadership and management that:</p> <ul style="list-style-type: none"> <li>• secures vulnerable children's and young people's achievement in key educational outcomes</li> <li>• champions inclusion for all vulnerable groups and individuals leading to increased participation</li> <li>• ensures that the local authority's statutory duties to vulnerable children and young people are met</li> <li>• develops partnership working with key stakeholders to ensure the most effective provision and practices lead to improved and sustainable outcomes for vulnerable children and young people</li> <li>• drives the focus on quality of services and quality of experience, actively seeking the views of service users</li> <li>• adapts to changing policy, resources and performance measures</li> <li>• is a key contributor to local strategies for vulnerable children and young people</li> </ul>	
<p><b><u>Main Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Promote the safeguarding and welfare of all children and young people</li> <li>• Ensure that all statutory and regulatory requirements pertaining to vulnerable children and young people are delivered, including those related to: Social Care Statutory Framework, Short Breaks Duty, Short Breaks Children's Home Regulation, SEN Statementing and Assessment compliance, Personalised Learning and Exclusion Regulations, Education Welfare Services and Parent Partnership Services.</li> <li>• Represent the Local Authority at appeals and tribunals by responding formally to the SEN Tribunal regarding appeals under the 1944, 1981, and the 1996 Education Acts and the guidance of the Special Educational Needs Code of Practice 2001 and the Equality Act 2010.</li> <li>• Oversee the strategic planning, development, co-ordination and delivery of services for vulnerable children and young people, including: Integrated Services for Disabled Children and Young People, Complex SEN Statementing and Assessment, Looked After Children Education Services, Behaviour</li> </ul>	

and Engagement Services, Careers Advice & Guidance, and the Diversity Service.

- Provide strong, clear and strategic leadership and line management of assigned teams and services, monitoring the quality and impact of all aspects of work
- Ensure robust case management and audit processes are implemented and maintained
- Provide regular and objective updates and reports to partnership boards, strategy groups, management, stakeholder groups and Elected Members as required.
- Liaise closely with key stakeholders and partner agencies including health services, housing, leisure and funding agencies such as the Education Funding Agency (EFA) to ensure efficiency and effectiveness within shared areas of responsibility relating to vulnerable children and young people.
- Support an efficient and co-ordinated multidisciplinary approach to issues within the People Directorate and beyond, overseeing decision making processes in the context of assessment and provision (e.g. SEN Advisory Panel, Moderation Panel, Complex Care Panel and commissioning / procurement arrangements).
- Ensure the active participation and involvement of vulnerable children / young people and their parents / carers at case level and in relation to strategic developments through consultation
- Manage assigned budgets and undertake financial monitoring and evaluation of other assigned budgets, ensuring compliance to conditions of grant and audit requirements
- Holds accountability for budgets within the specified / designated areas (SEN / disability services, SEN independent schools budget, exceptional circumstances funding, external placements and complex care arrangements)
- Attend to the professional development of staff within the designated services. Support the professional development of head teachers, teachers, governors and Directorate colleagues as required in the context of vulnerable children and young people.
- Act as Lead Officer at multi-agency project teams and working groups as required
- Make delegated decisions within an agreed framework ensuring that these are in line with legislative and financial requirements and Council frameworks
- Contribute to the process for producing and monitoring the impact of the Local Authority's strategic plans so that more children progress in line with age related expectations and achieve national expectations at the end of each phase
- Liaise with senior officers to develop strategies to narrow the achievement gaps across the 0 to 25 age range, including for all vulnerable groups and for children with Special Educational Needs and learning difficulties and/or disabilities
- Ensure the consistent application of the Local Authority's procedures for monitoring and developing outcomes for vulnerable groups. Reviewing policy and practice to ensure that it remains fit for purpose and consistent with statutory and regulatory guidance.
- Liaise with business development management to maintain the viability of traded services and develop new services, positioning North Lincolnshire as a centre of excellence
- Ensure that schools receive relevant services purchased via Service Level Agreements and commissioning arrangements
- Deputise for the Assistant Director as required
- Attend and lead appropriate aspects of meetings with regional and national government and associated agencies

- Liaise with central Government offices and national bodies on issues related to vulnerable children and young people. Act as designated officer on behalf of the Service / Directorate when consulting with the DfE, OFSTED, other government bodies, elected members, Governing Bodies, Children's Trust, Head teachers and officers within the Authority when delegated to do so.
- Promote productive and professional working relationships with stakeholder groups through meaningful consultation, effective communication and consistent professional behaviours
- Contribute to risk assessment and management; the post holder will ensure that leadership is well briefed of emerging risk through the performance management system and in particular the use of early warnings and exception reports
- Implement the Council's performance management system to ensure the delivery of a high quality service which is aimed at improving further the wellbeing and educational outcomes of all children
- Develop the Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

### **Knowledge, Skill and Experience Required:**

**Substantial, recent and relevant experience in strategic leadership with a demonstrable record of improving outcomes for vulnerable children and young people. This experience may have been gained through successful headship, senior leadership within a local authority or government agency, inspection services or equivalent experience.**

#### **Leadership ability:**

- Be a highly motivated, enthusiastic, strategic leader
- Be credible, commanding respect in a wide range of circumstances
- Be committed to achieving lifelong outcomes for vulnerable children and young people and up-to-date with the local agenda and government policy
- Be able to collaborate with colleagues and work within local authority structures

#### **Knowledge:**

- The principles of safeguarding
- Statutory duties of local authorities for vulnerable children and young people, including requirements for education, social care and health
- The range of approaches to leadership and management across providers and understand how to tackle underperformance in different contexts and at all levels
- Effective improvement strategies, especially in regard to assessing and improving the quality of outcomes for vulnerable children and young people
- Government and local authority policies and strategies and their implementation
- Principles and practice of quality assurance systems, including self-evaluation, audit, case and case load management, performance management and specific professional supervisory requirements

### **Creativity and Innovation:**

#### **Personal qualities:**

- Be an open-minded, active listener
- Initiate and deal with challenge and manage conflict
- Be creative in problem solving
- Communicate persuasively, articulate in speech and in writing and adapt appropriately to different

audiences, use influencing skills effectively

- Receive and act on feedback about own performance
- Promote and manage change

### **ICT Skills:**

- Use information and communications technology, including maintaining up-to-date records and making use of materials held on databases

### **Decision Making:**

#### **Analytical ability:**

- Understand the construction and use of performance indicators
- Interpret complex and detailed quantitative and qualitative data accurately and quickly
- Identify key issues accurately
- Give accurate feedback, both oral and written

#### **Judgement:**

- Develop arguments and consistently make sound judgements on the basis of evidence, qualitative and quantitative information, client voice and rigorous analysis about performance and potential
- Adapt judgements to circumstances and be able to make accurate, consistent and proportional judgements of performance in different instances
- Be consistent in assessing leadership and management, its capability to deliver improvement and evaluate the impact of actions
- Make judgements against a background of high expectations for all children and young people and an awareness of the complex issues which surround the outcomes of different vulnerable groups
- Acknowledge a full range of options and their pros and cons and demonstrate ambitious, yet realistic expectations, providing challenge that stretches professional practice
- Explain how judgements are made and be able to justify them in the face of opposition or challenge

### **Contacts and Relationships:**

The post holder will discharge their duties objectively and with regard for the **best interest of children and young people foremost**. Regular contact is expected with partners, stakeholders, Headteachers, Local Authority Officers, officials from regional and national government, and Elected Members.

### **Responsibility for Resources:**

**Budget responsibility as determined by the Assistant Director.**

Mobile telephone

Laptop Computer (sole responsibility and used at all times carried in the car and for home use)

### **WORK ENVIRONMENT**

#### **Work Demands:**

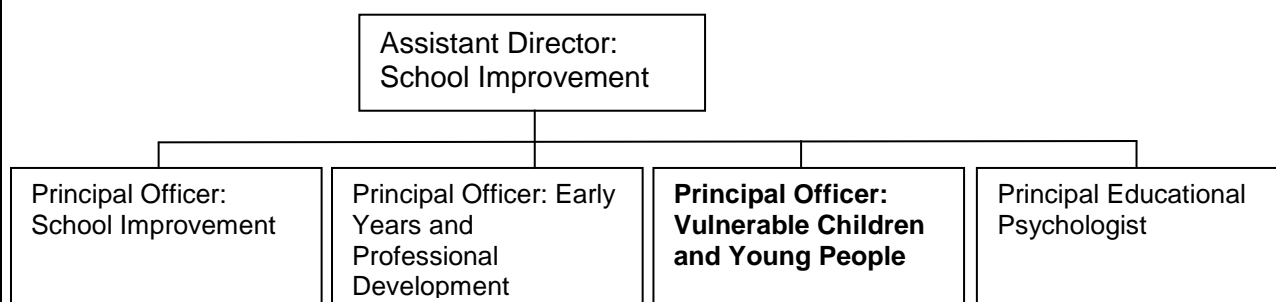
This is a challenging and demanding role. The post holder will need to be organised, resilient and good humoured.

**Physical Demands:** No specific demands identified for this role.

**Working Conditions:** Office based.

**Work Context:** A Senior Management post of the Local Authority.

**Position in Organisation:**



**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description ...3 September 2012.....

Date copy sent to Post holder .....