

Job Description

POST: Head of Integrated Service for children and young people with Special Educational Needs and Disabilities

GRADE: SM2

RESPONSIBLE TO: Assistant Director Early Help, Early Years

RESPONSIBLE FOR:

50+ STAFF

BASIC OBJECTIVES OF THE POST

1. To provide vision, strategic direction and strategic leadership for the delivery of an Integrated Service for Children and Young People with Special Educational Need and Disabilities.
2. To be accountable for translating that strategic intent into effective operational delivery, through refocused integrated service delivery models and joint commissioning arrangements across education, health and care.
3. To ensure high quality services are in place which optimise outcomes for Children and Young People with Special Educational Need and Disabilities and their families and carers.

MAIN DUTIES & RESPONSIBILITIES

1. Lead the strategic development, coordination and operational delivery of joint and integrated services for children and young people with special educational needs and those with disabilities, informed by the Government's SEND reforms, legislative requirements and local priorities.
2. Establish and maintain a cross-organisational and cross-sector leadership role which will require the integration of education, health and care services, including establishing joint-commissioning structures.
3. Lead the strategic development of the Integrated Service, to enable the Council to discharge its statutory duty to draw up Education, Health and Care plans and set out a local offer of services and commissioning arrangements for children and young people, from birth to 25, with SEN and Disabilities.

4. Develop and maintain excellent relationships with strategic partners in both statutory and voluntary services in a complex and ever changing environment.
5. Develop a service that improves the availability and quality of support, advice and information for Children and Young People with Special Educational Need and Disabilities and their families and carers.
6. To continue to offer timely and responsive delivery of health, educational and care services enabling children and young people with Special Educational Need and Disabilities and their families to determine their outcomes.
7. Lead on the development of service strategies, business plans and partnership arrangements with Health, Schools and settings and other relevant partners to ensure continuous improvement.
8. To embed the voice of the child and young person, parental involvement and coproduction through consultation and feedback in order identify and address gaps and shape the services.
9. To involve parents/carers and children and young people with special educational needs in the planning, delivering, monitoring and evaluation of services, taking account of changing priorities and demands and service development changes.
10. To ensure appropriate governance structures and processes are in place to oversee the delivery of safe and effective services.
11. To lead on safeguarding for the service implementing agreed policies and procedures and playing an active role in supporting relevant in house and external stake holders in respect of all CYPS with SEND informed by national policy, prevailing guidance and local procedures.
12. To be responsible for budget and resource management using value for money principles and ensure a balanced budget for each of the relevant service areas within the financial limits agreed with the Assistant Director.
13. To manage, develop and motivate a workforce who is competent to meet service needs through recruitment, retention, training and development and performance management.
14. To work collaboratively with the commissioning, including joint commissioning, service and to contribute to the overall strategic planning, development and delivery of high quality services.

15. To contribute both to the commissioning process, including joint commissioning and continuous improvement of in - house service delivery and assessment services, through public consultation, meetings with statutory and voluntary stakeholders, parents/carers, community sector and other providers.
16. To ensure that a focus on inclusive practices underpins all aspects of service delivery of in house and commissioned services.
17. Ensure the integrated service contributes to the raising of educational standards, improving life chances and eliminating risk for children and young people with special educational needs and disabilities.
18. To provide business information in relation to service delivery, service improvement and the implementation and development of local and national standards across education, health and care services for children and young people with special educational needs and disabilities.
19. To work closely with wider strategic partners, the Children's Trust, Health and Wellbeing Boards and other related governance arrangements to ensure that the service is further developed to actively lead and develop integrated services which maximize outcomes for children and young people and their families.
20. To implement and align agreed eligibility criteria for services including clinical practice, assessment processes and allocation of resources ensuring that children and young people and parents/carers are involved and taking account of national and local demands.
21. To take a lead on significant policy development and strategies and to represent the service at national and local events, boards and meetings as appropriate. This will also include preparation of relevant committee reports, members' briefings, policy documents and partnership agreements and responding to to Members' enquiries and complaints within timescales and service quality standards.
22. To represent the service at Council, local and national events as appropriate including membership of London and local strategic partnerships.
23. To uphold and adhere to the Council's and NHS' equal opportunities and to deliver effective and appropriate services fairly and without discrimination.
24. To undertake all work activities ensuring that the Council and NHS policies (including health and safety) are adhered to and that the organisations values are upheld.



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25. To undertake any other tasks and responsibilities as required delivering the Council's and NHS' education, health and care responsibilities, as appropriate to this post.
26. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
27. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc.
28. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
29. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

Person Specification

POST: Head of Integrated Service for children and young people with Special Educational Needs and Disabilities

GRADE: **SM2**

RESPONSIBLE TO: **Assistant Director Early Help, Early Years and Youth**

RESPONSIBLE FOR: In house and commissioned Specialist education and social care services for children and young people with special educational needs and disabilities.

This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.

The Person

The post holder will have excellent leadership and management skills and an ability to shape services so that they are child and family focused and deliver high quality and consistent outcomes for children and young people. The post holder will be able to work collaboratively with families, and a wide range of statutory and voluntary sector professionals to embed legislative and local requirements.

The final assessment/interview process will also seek to assess these characteristics.

Abilities/Experiences

1. Significant experience (minimum five years) in managing a broad range of services with proven leadership and management experience in a special educational need and disabilities area/service.
2. Significant experience (minimum five years) managing complex workloads, setting clear priorities, objectives and standards within Business Planning framework and delivering to challenging targets.
3. Proven successful experience of managing staff and budgets and proven continuous service improvement in multi agency work setting.
4. Ability to communicate clearly and effectively at all levels orally and in writing to prepare and present formal reports on complex issues and ensuring that all information to children, young people and families is accessible and takes account of their communication preferences.
5. Ability to motivate, innovate, influence and empower staff and others and to build effective integrated teams.



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6. Analytical and strategic skills to understand the requirements of legislation and guidance in relation to the education, health and social care needs of children and young people with special educational needs and to translate into practice.
7. Ability to respond to the changing role and function of Local Authorities and Health Trusts.
8. Ability to manage allocated budgets, ensuring that funds are properly utilized with respect to the level and quality of output and outcomes required from those financial resources.
9. Ability to communicate effectively with diverse stakeholders and deliver tangible outcomes in line with the priorities of the Haringey Corporate Plan.
10. Flexibility in response to rapidly changing circumstances.
11. Proven successful experience of applying criteria and thresholds including safeguarding procedures to ensure assessments are transparent and informs levels and type of responses required.
12. Ability to communicate clearly and effectively at all levels orally and in writing to prepare and present formal reports on complex issues and ensuring that all information to children, young people and families is accessible and takes account of their communication preferences.
13. Ability to motivate, innovate, influence and empower staff and others and to build effective integrated teams.
14. Analytical and strategic skills to understand the requirements of legislation and guidance in relation to the education, health and social care needs of children and young people with special educational needs and to translate into practice.
15. Ability to respond to the changing role and function of Local Authorities and Health Trusts.
16. Ability to manage allocated budgets, ensuring that funds are properly utilised with respect to the level and quality of output and outcomes required from those financial resources.
17. Ability to communicate effectively with diverse stakeholders and deliver tangible outcomes in line with the priorities of the Haringey Corporate Plan.
18. Flexibility in response to rapidly changing circumstances.
19. Ability to work under pressure, delegate appropriately and meet tight deadlines and competing priorities.

Qualifications

1. Educated to graduate level either by degree or teaching /professional qualification.
2. Evidence of continuing professional qualifications and development in areas related to the context of the post (e.g. management; special educational needs, social work, disabilities,)

Knowledge/Skills

1. Thorough knowledge of legislation and statutory guidance related to education, health and social care needs of children and young people with special educational needs and disabilities
2. Thorough knowledge of safeguarding legislation and procedures including the application of thresholds for children and young people with special educational needs and disabilities in relation to child protection, children in need and children in care.

3. Knowledge of and application of best practice and principles for the provision of integrated services for children and young people with special educational needs and disabilities.
4. Knowledge and demonstrable commitment to equalities in employment and service provision and understanding and application of Councils and NHS policy on equalities
5. Knowledge and proven commitment to lifelong learning approaches taking into account professional expertise and best evidence based practice.
6. Thorough understanding of and commitment to, legislation and policies relating to equality of opportunity with particular reference to their implications for children and young people with SEND and their families.
7. Effective oral and written communication skills and good knowledge and use of IT.
8. Proven interpersonal skills in order to maintain effective relationships with colleagues in Children and Young People's Services and other agencies.
9. Knowledge and skills to ensure all formal assessments processes are aligned with the Early Help pathway.
10. Effective time management skills and flexibility in response to demands of the post.
11. Knowledge of commissioning processes, including working with aligned and pooled budgets to achieve best outcomes from services on behalf of children and young people with special educational needs and disabilities and their families.

The employee's duties require the following activities: -

	Yes		Yes
Office duties	✓	Outdoor work / uneven surfaces	
Use of a computer	✓	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work	✓	Outdoor work or extremes of temperature	
Crisis or conflict situations	✓	Driving a Minibus as part of duties or as a volunteer	
Management responsibility	✓	Driving car / van as part of duty	
Tight deadlines	✓	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	

Use of stairs	✓	Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods		Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children	✓	Preparing raw food / serving food	
Control and restraint		Other	

MAIN CONTACTS

List main contacts the postholder will deal with in the role.

1. Heads of Service for Social Care
2. Schools and Learning Directorate
3. Whittington NHS Trust
4. Special and mainstream schools and settings
5. Adults LDD
6. Parent partnership Service
7. Voluntary sector
8. Haringey Involve Parents /carers Forum
9. Commissioning Service